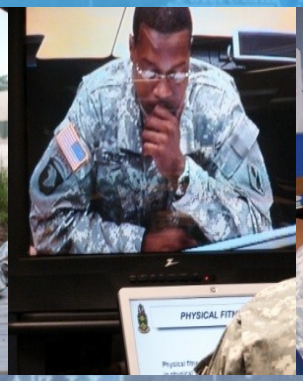
Office of the Product Director (PD)

Distributed Learning System (DLS)

**TRADOC Capabilities Manager (TCM dL) TADLP**

**Deliver Training Anywhere / Anytime**

# Welcome to the Army Learning Management System 4



# Training Coordinator Role Functions

# Training Coordinator Role Functions

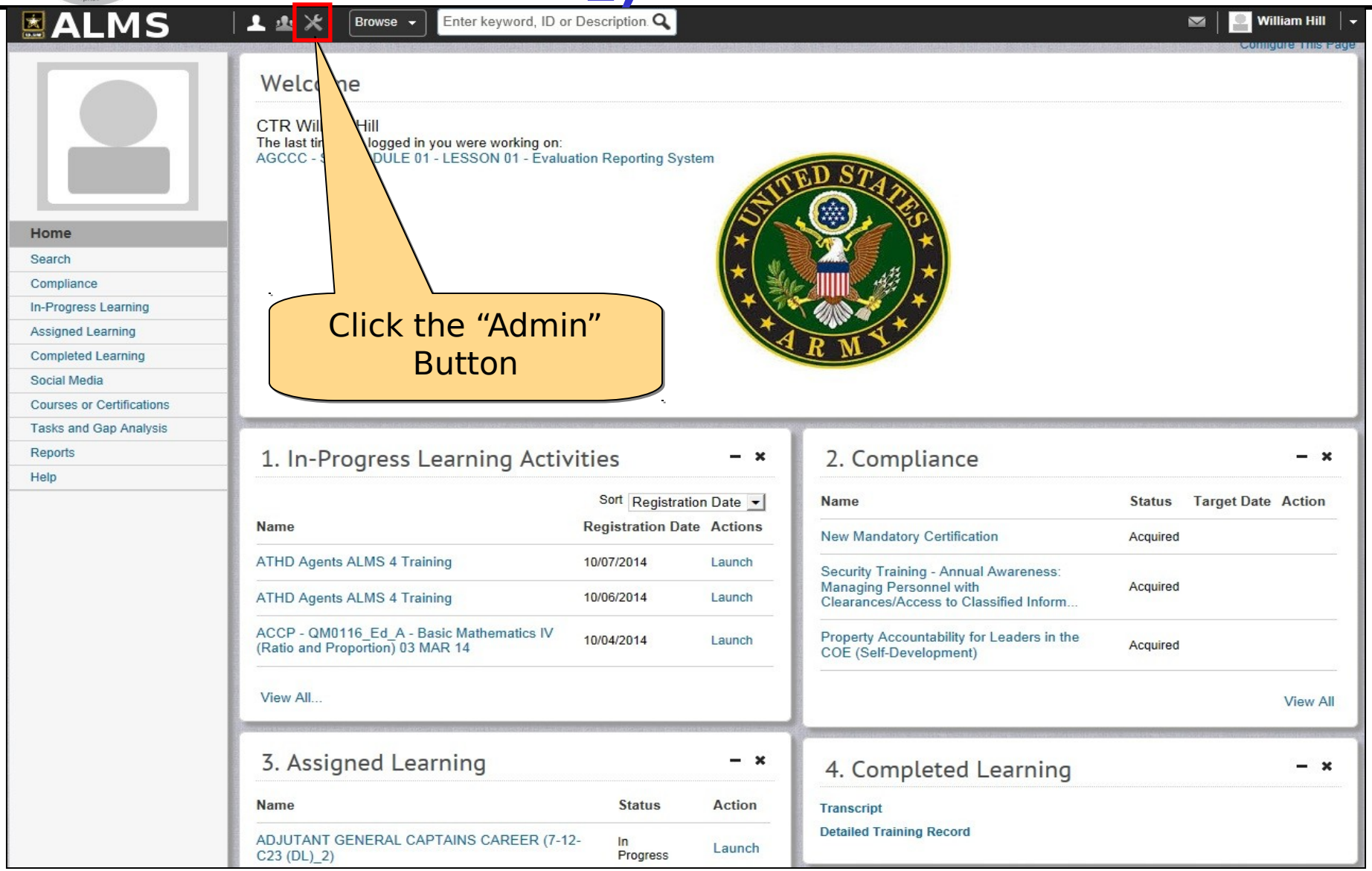
**This presentation will familiarize the Training Coordinator with the Training Coordination Functions available within the Army Learning Management System (ALMS)**

# Training Agenda

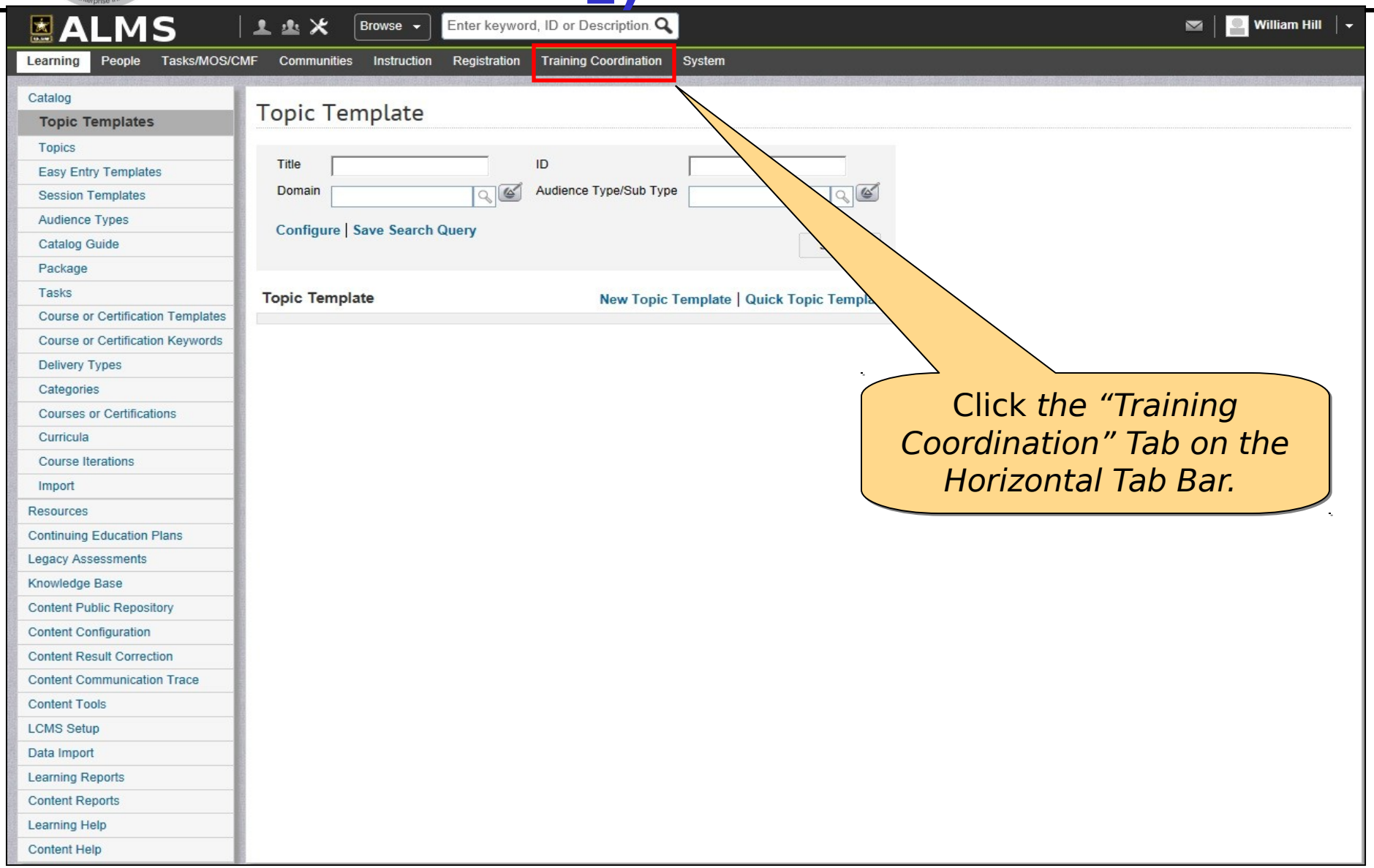
- **Prior to using this guide, please review the ALMS Tutorial available on the ALMS Homepage**
- **After receiving this training, the Training Coordinator will be able to:**
  - Access Learner's In-Progress Learning.
  - Access Learner's Detailed Training Record (DTR).
  - Access Learner's Courses or Certifications.
  - Access Learner's Profile Information.
  - Run Reports.

# Access Learner's In-Progress Learning

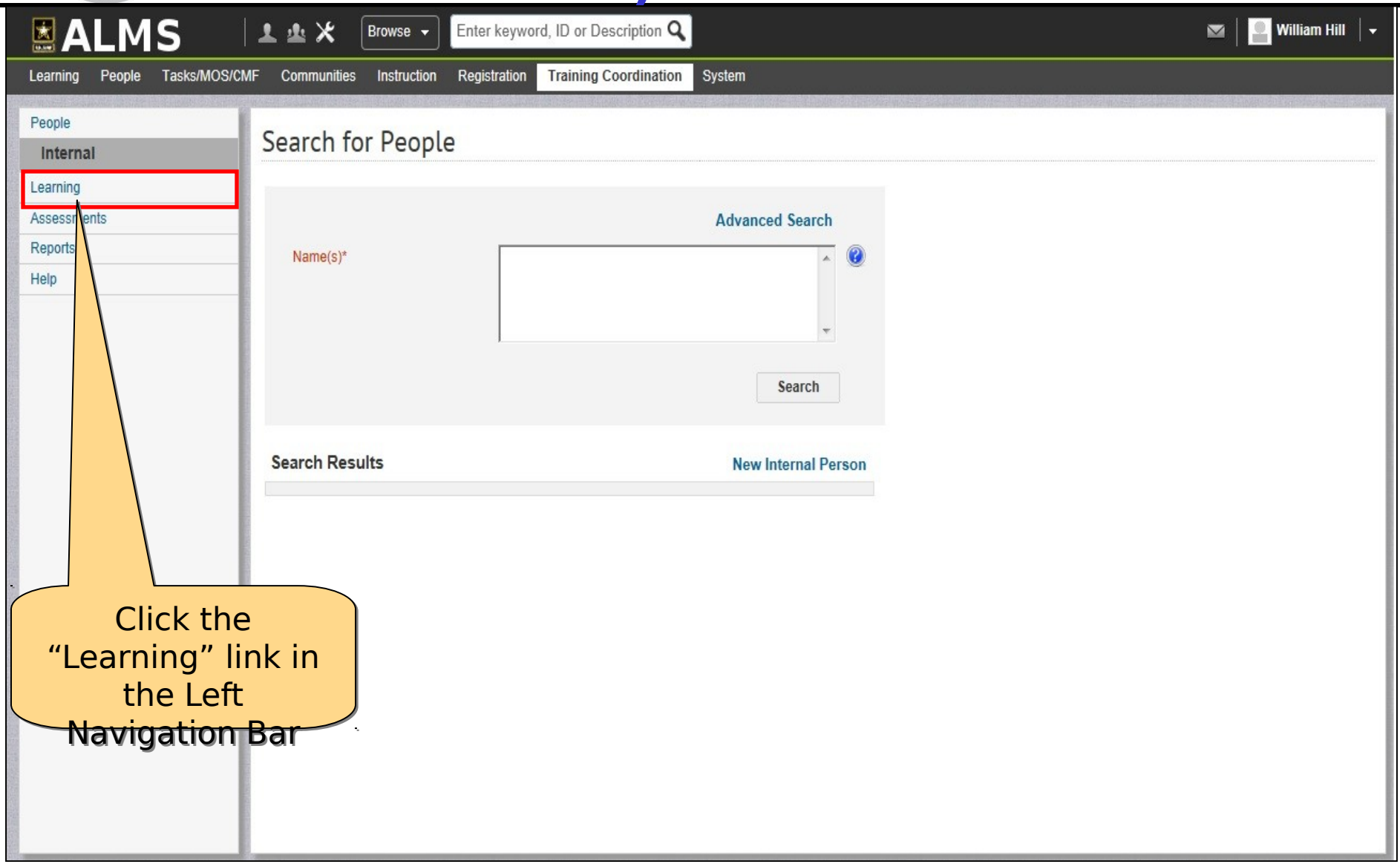
# Access Learner's In-Progress Learning (Step 1)



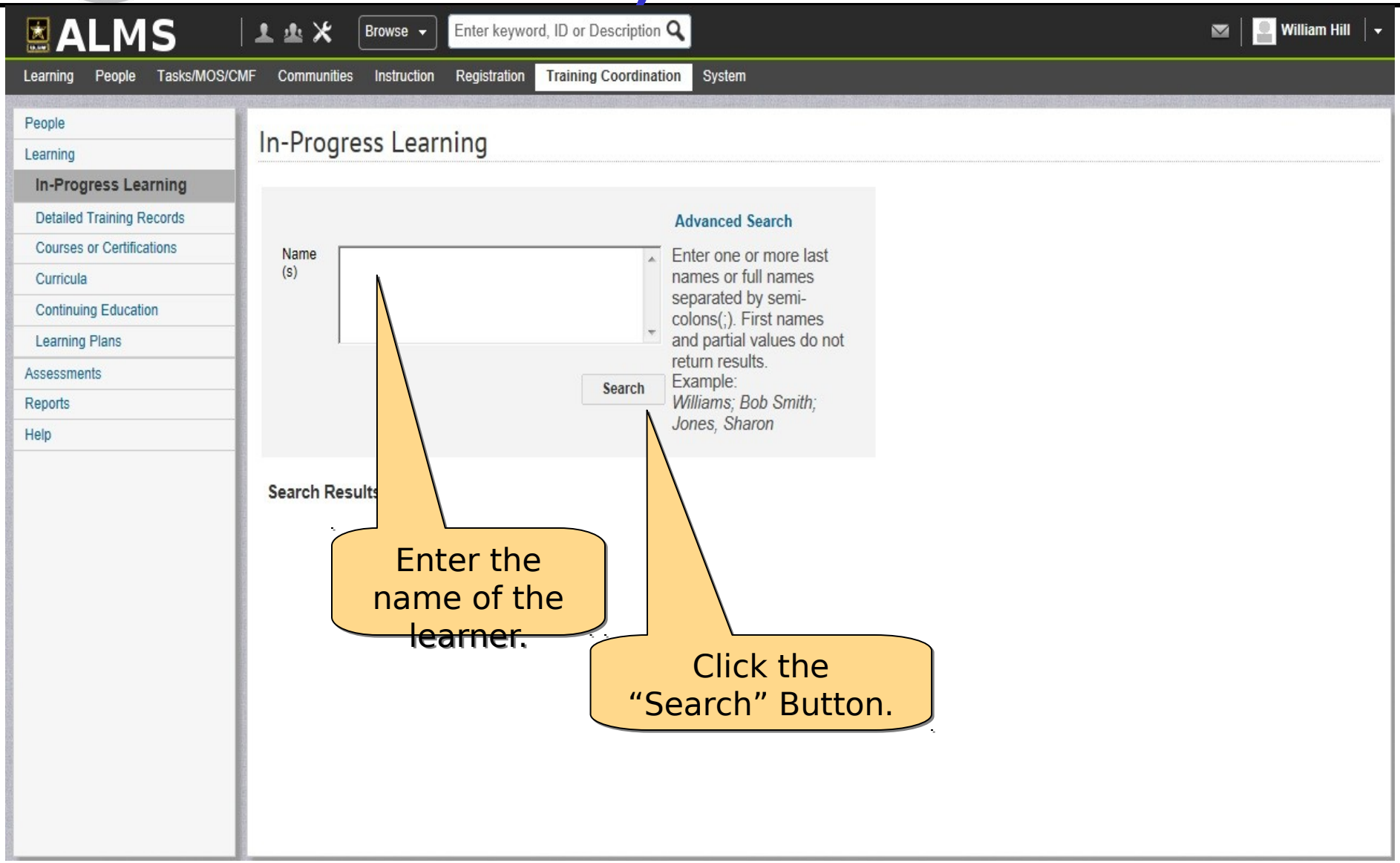
# Access Learner's In-Progress Learning (Step 2)



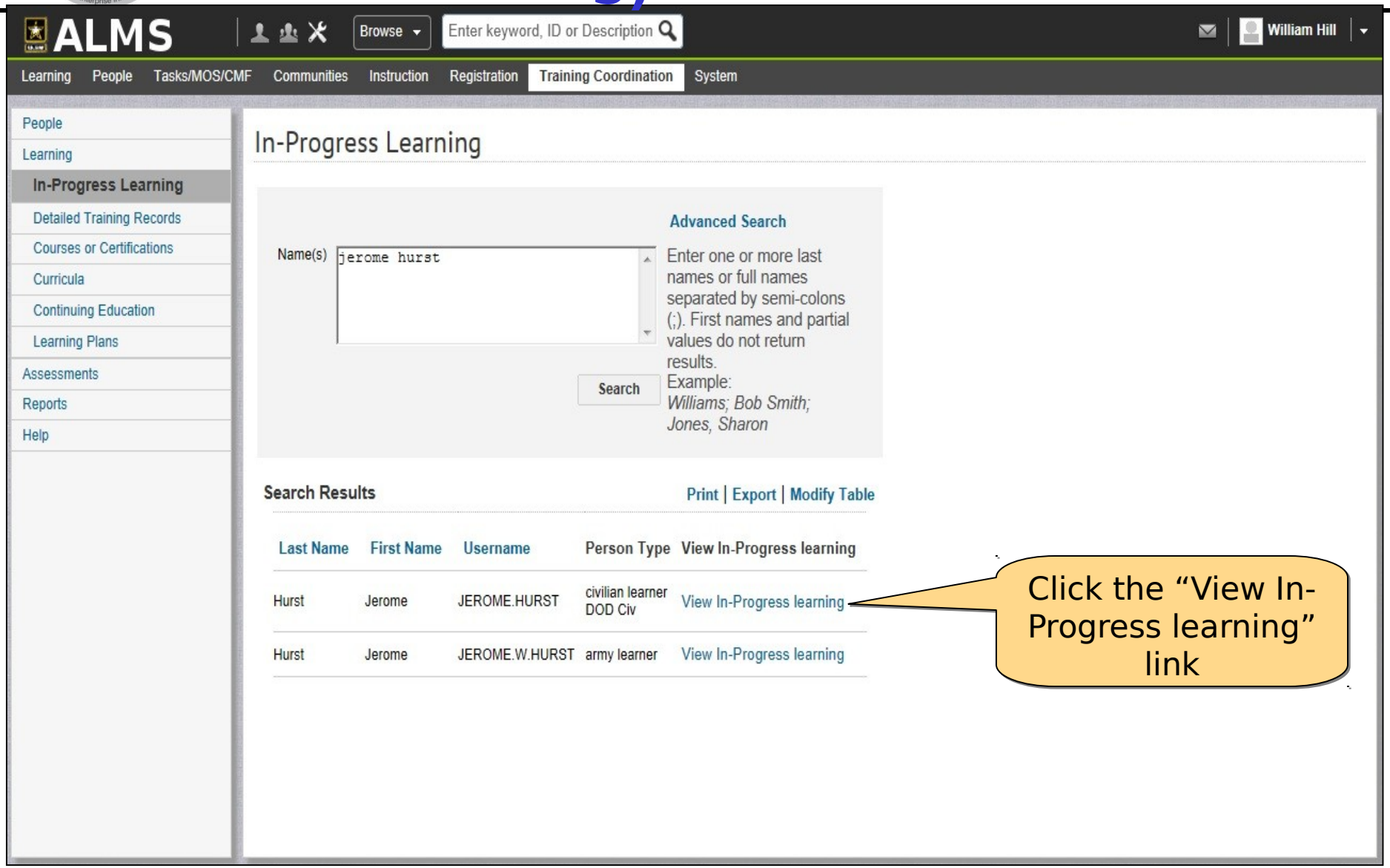
# Access Learner's In-Progress Learning (Step 3)



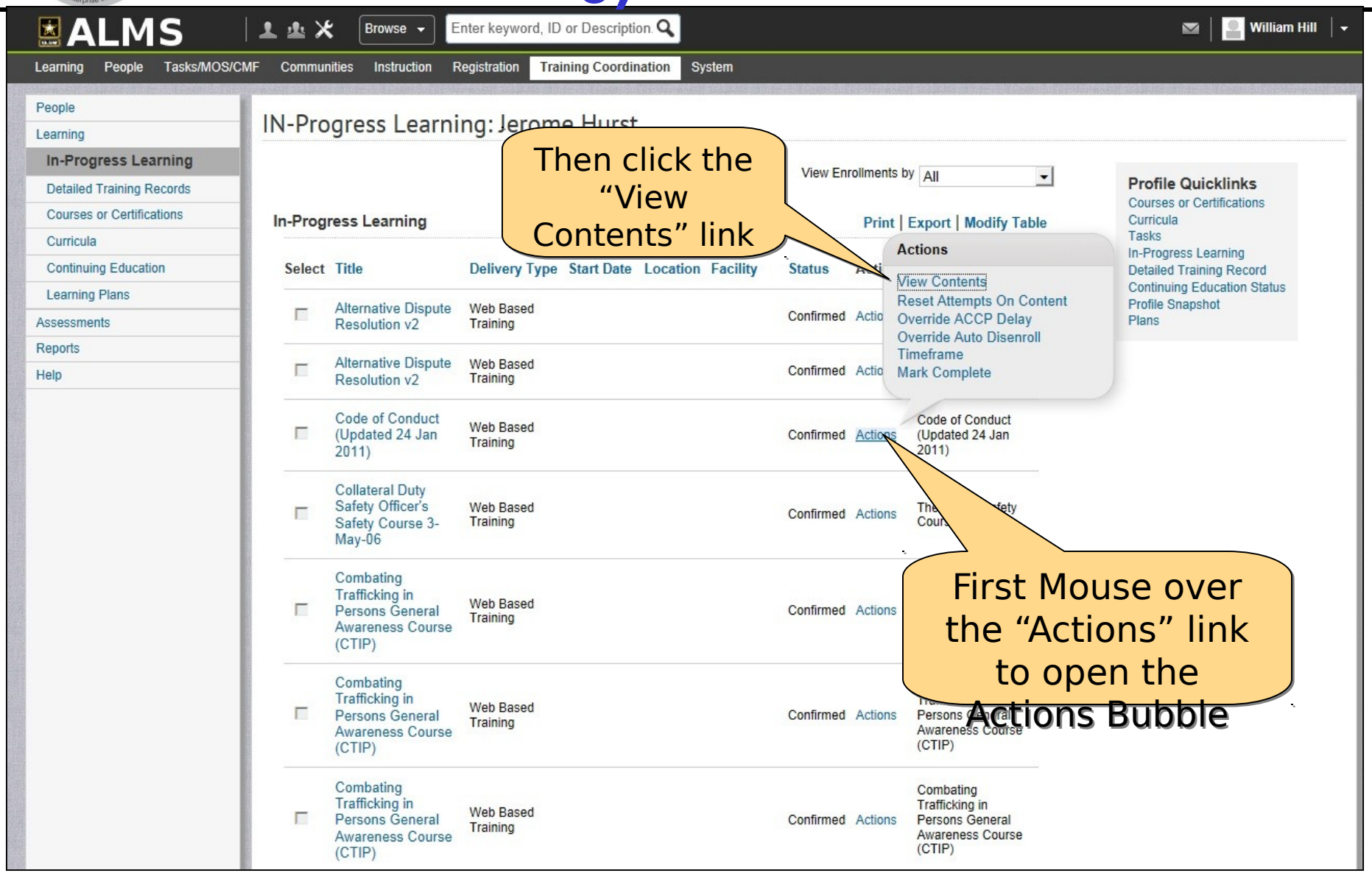
# Access Learner's In-Progress Learning (Step 4)



# Access Learner's In-Progress Learning (Step 5)



# Access Learner's In-Progress Learning (Step 6)



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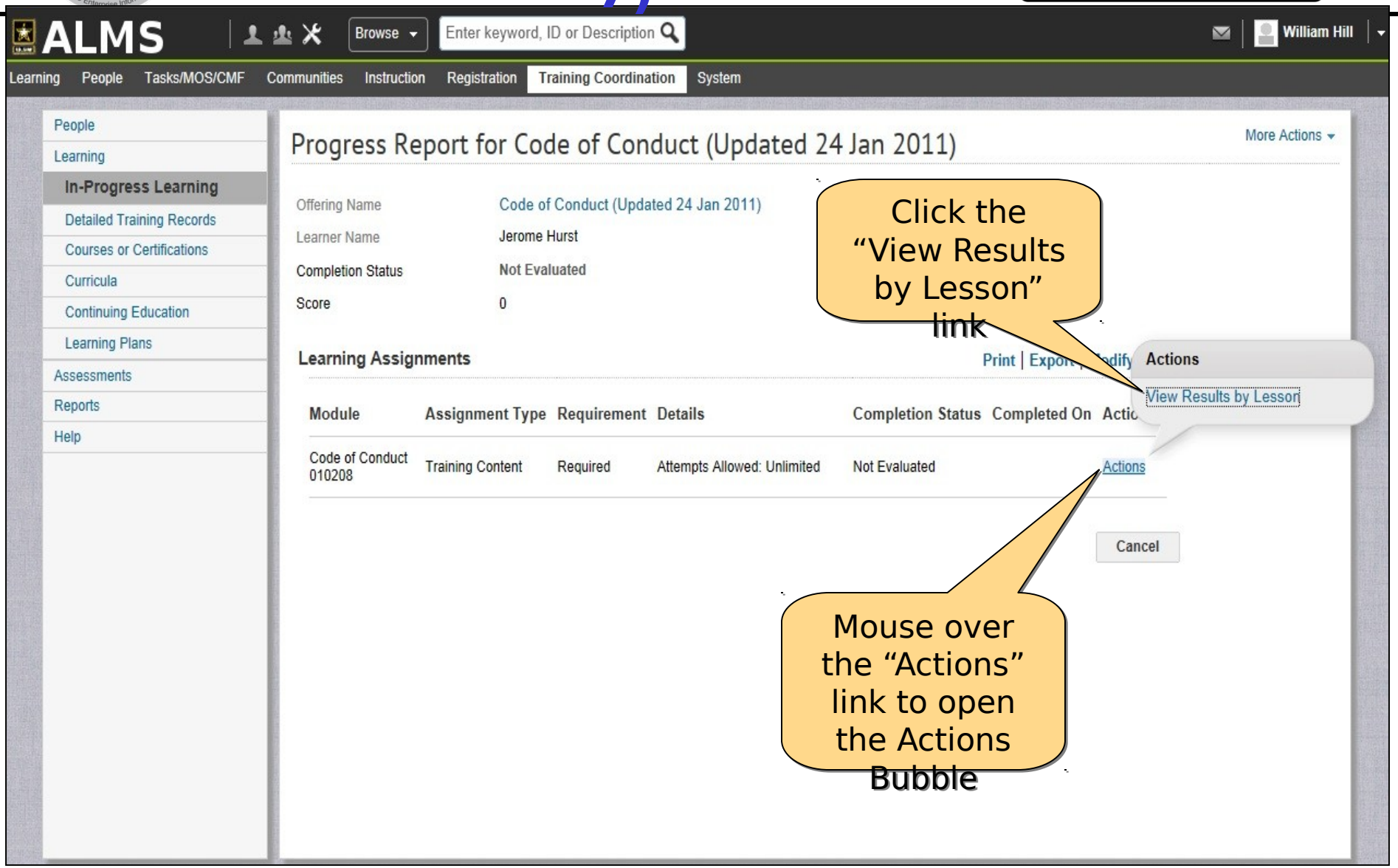

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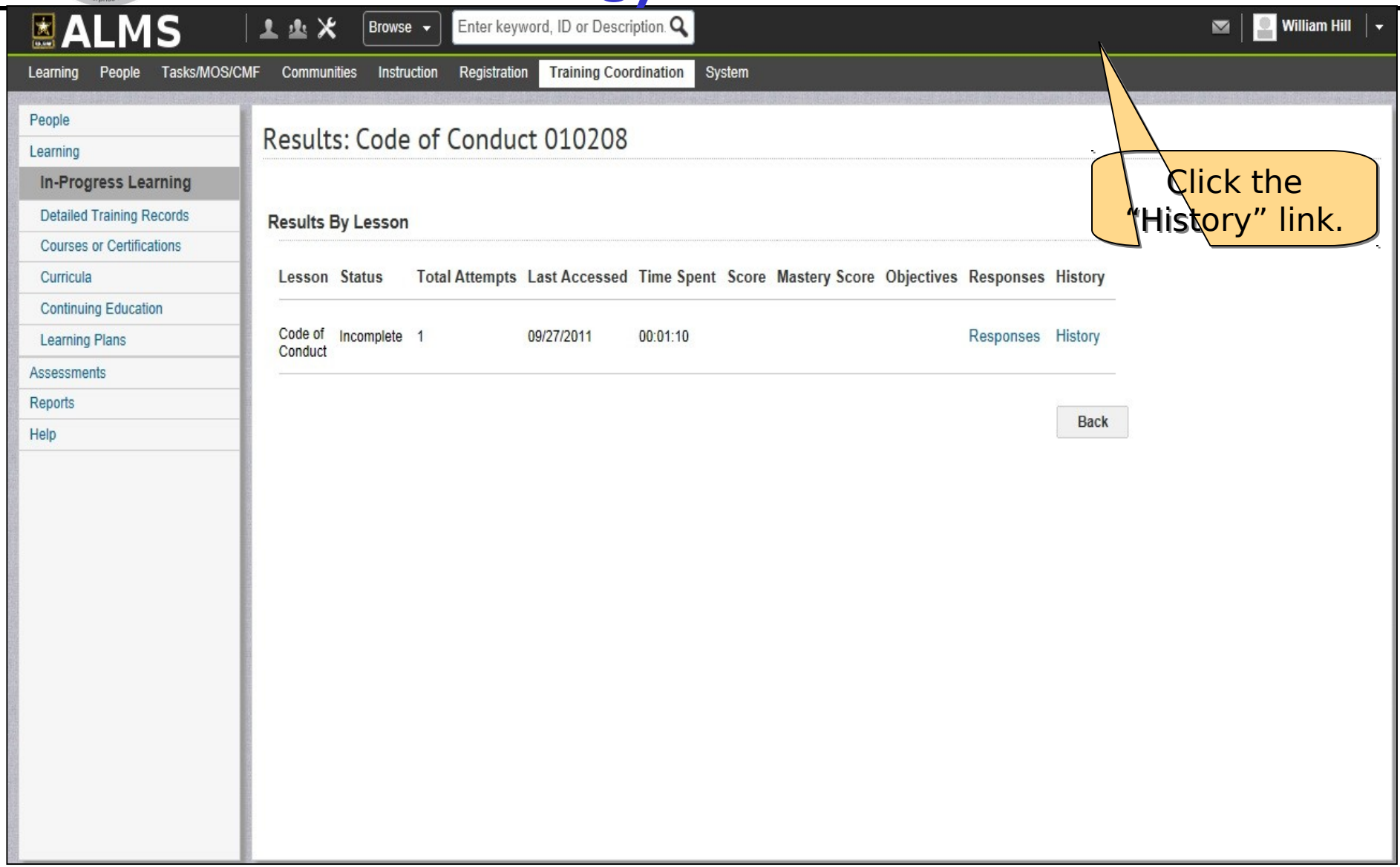
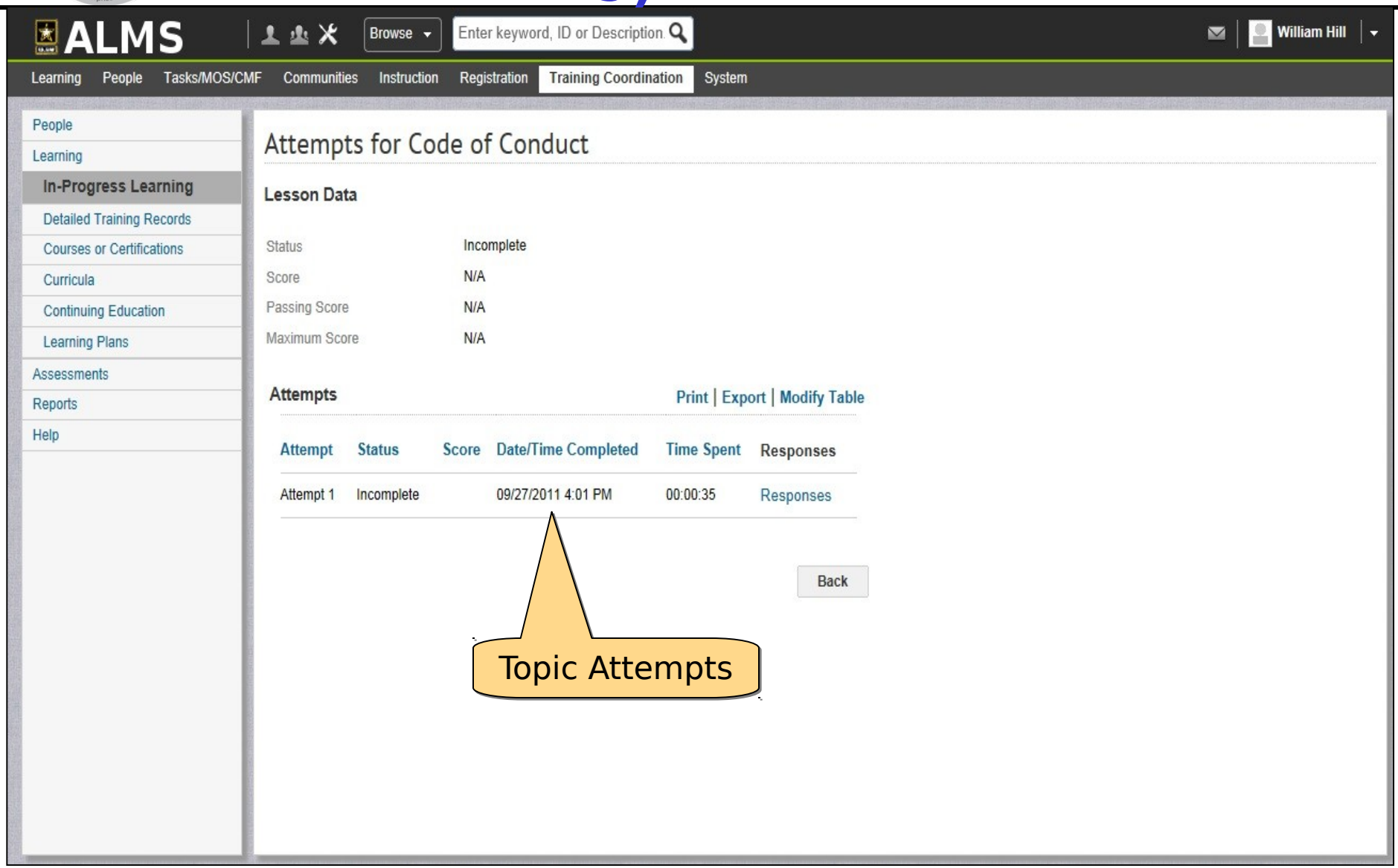
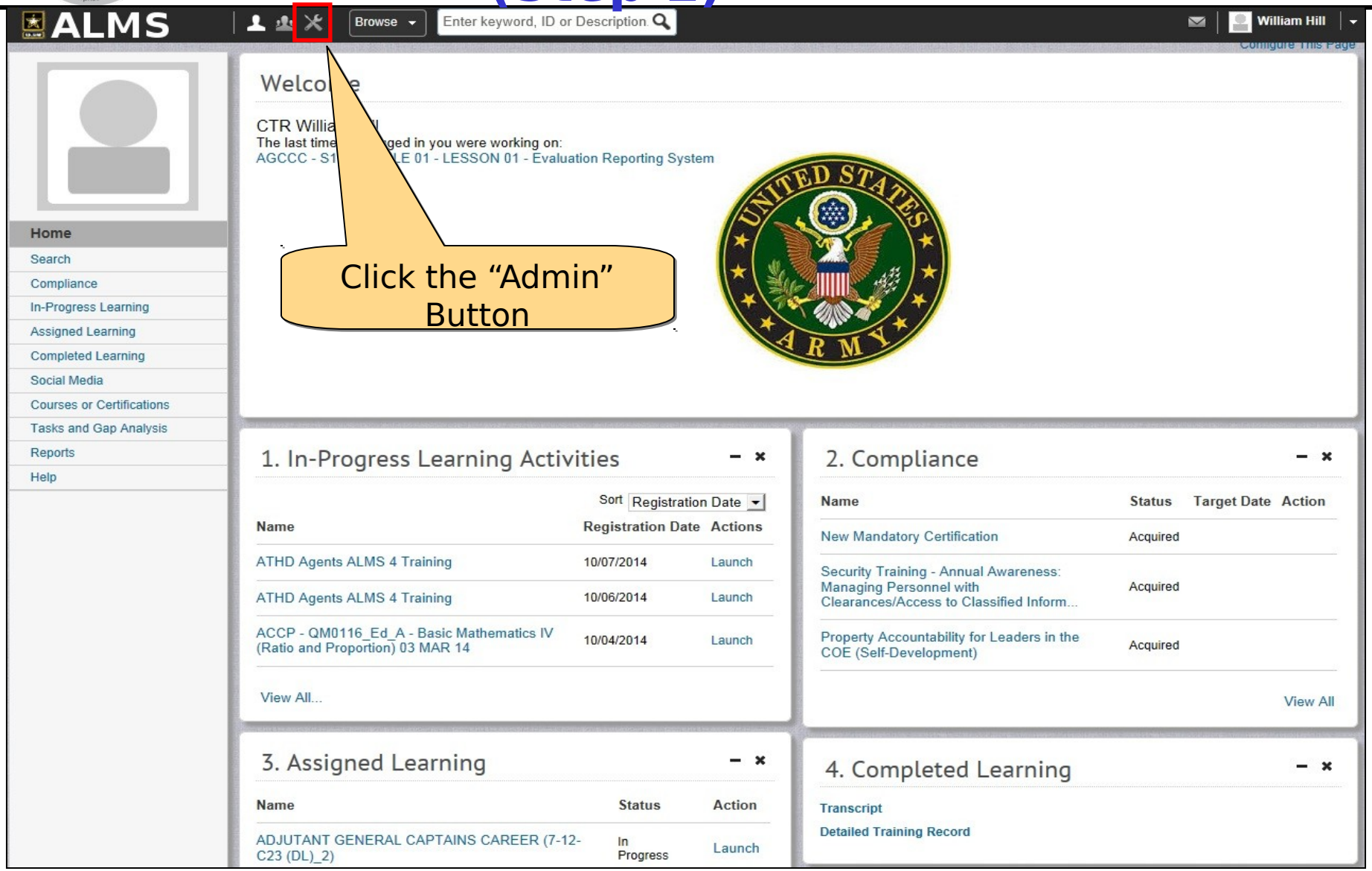


# Access Learner's In-Progress Learning (Step 9)

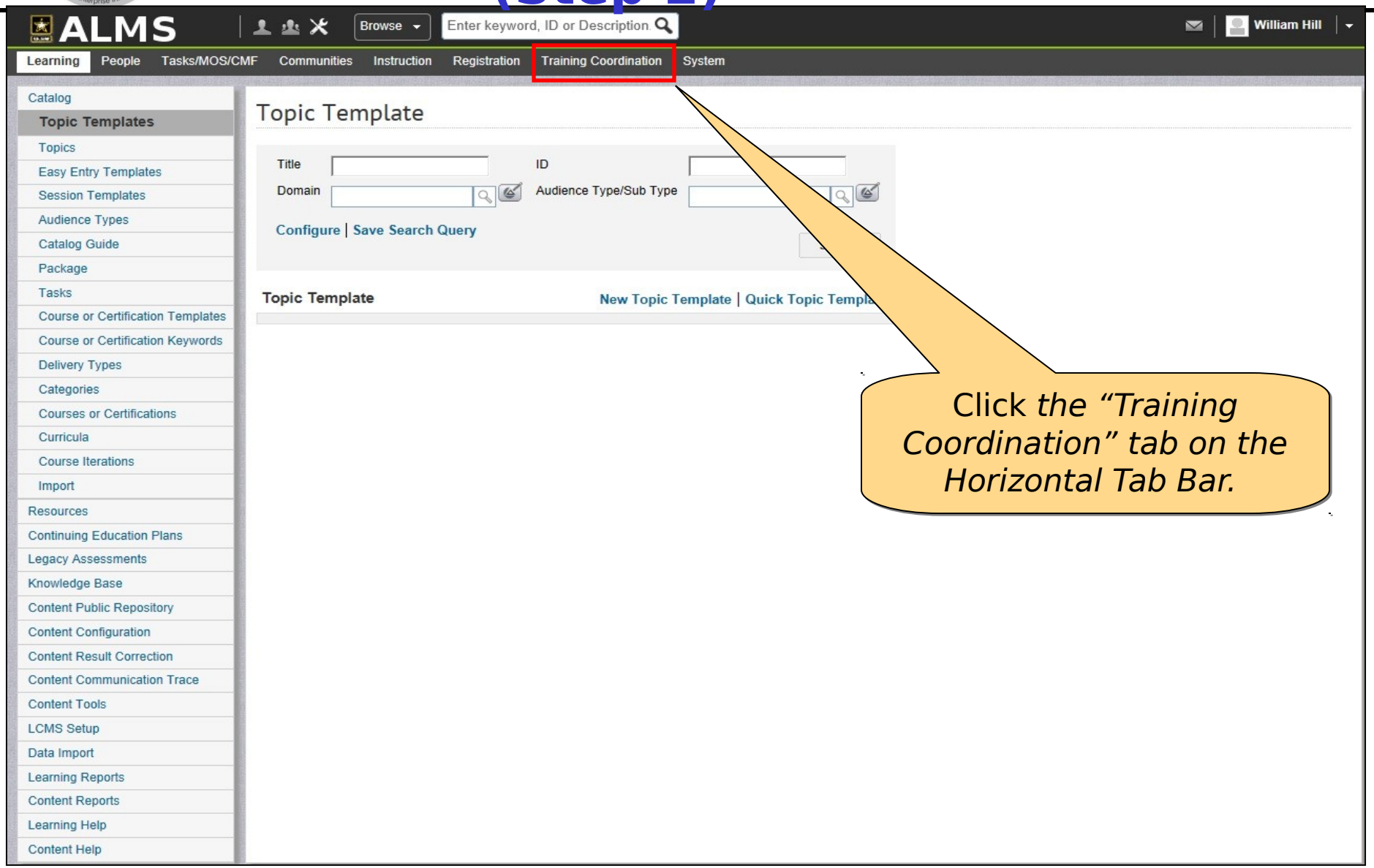


# Access Learner's Detailed Training Record (DTR)

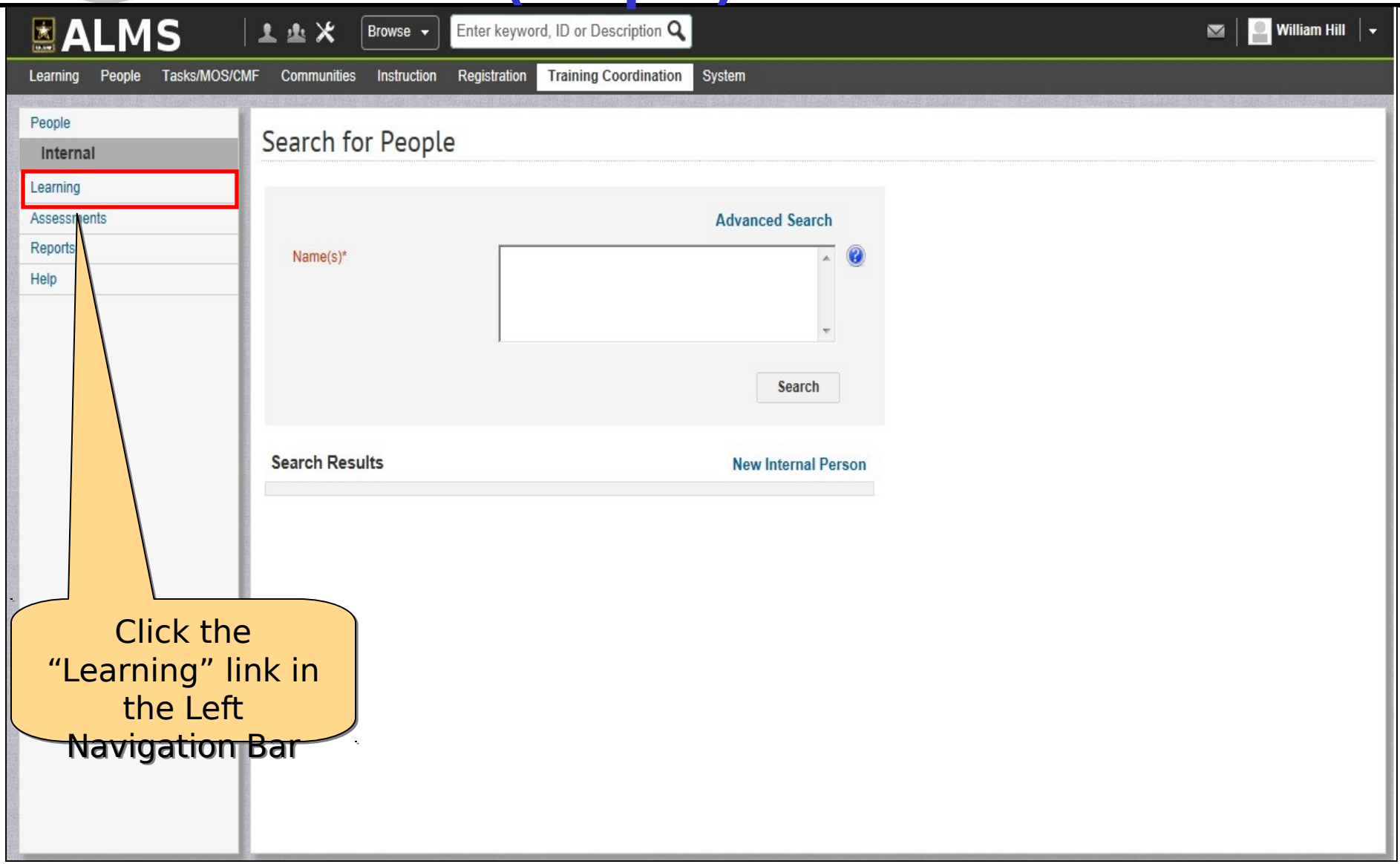
# Access Learner's Detailed Training Record (DTR) (Step 1)



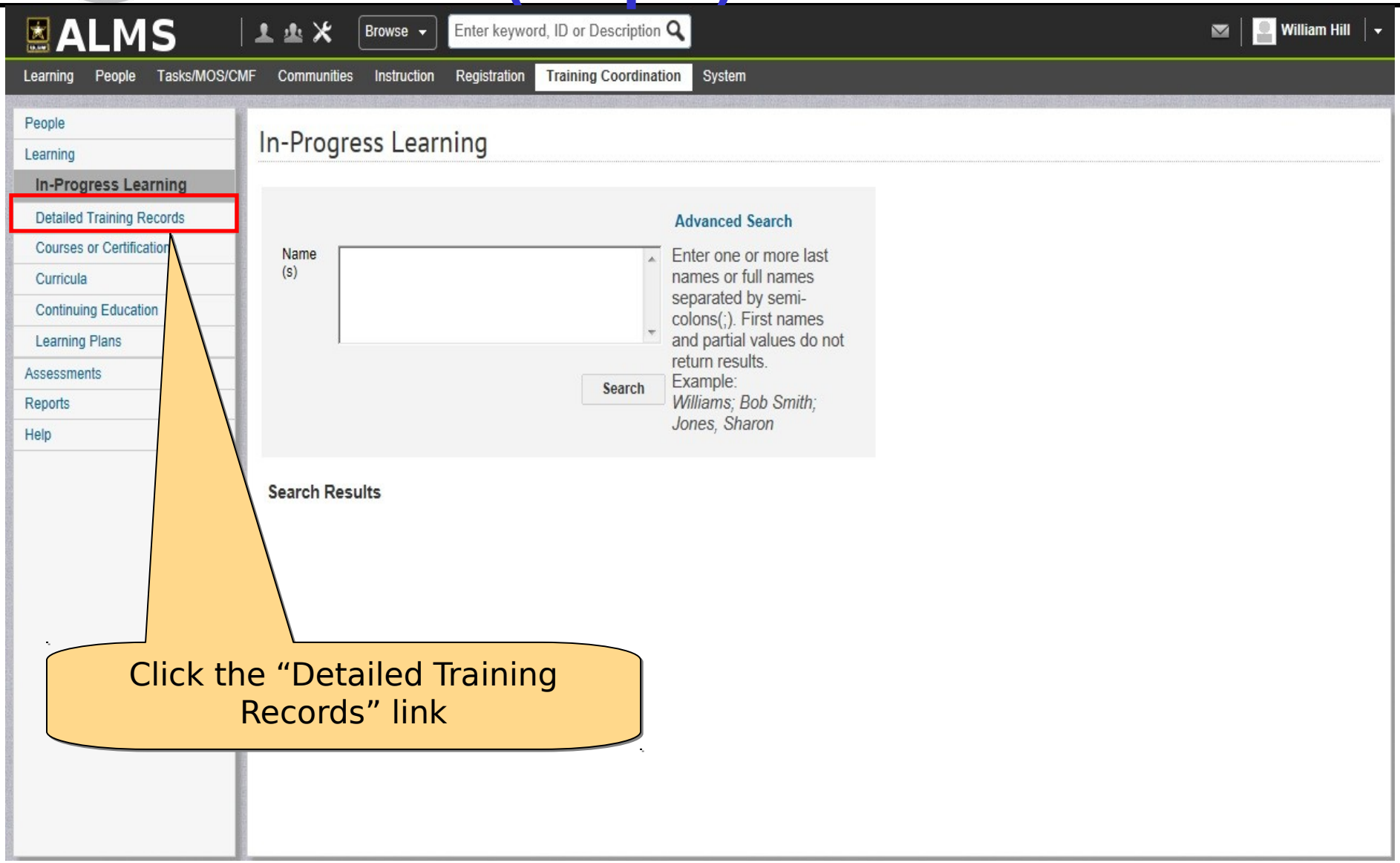
# Access Learner's Detailed Training Record (DTR) (Step 2)



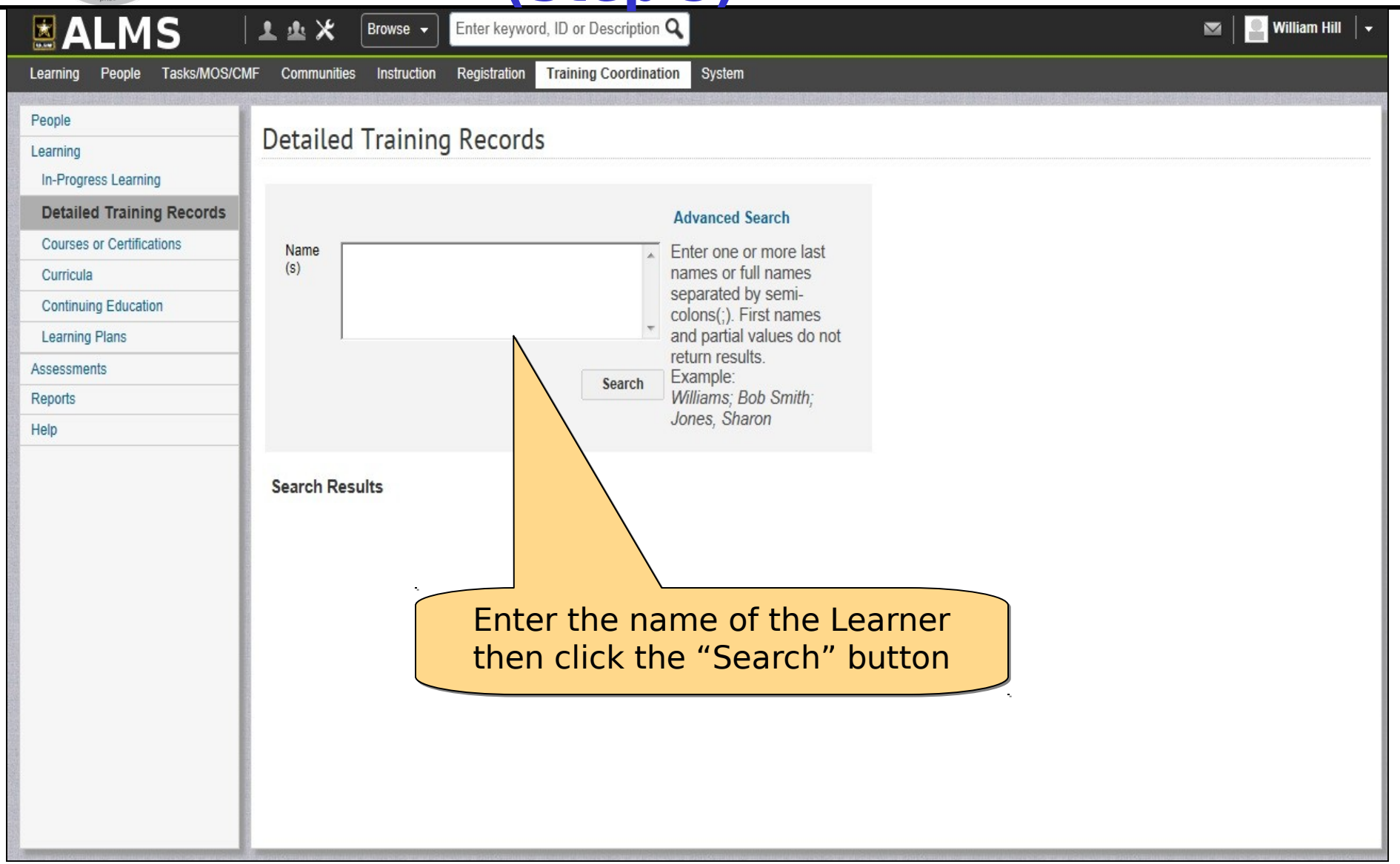
# Access Learner's Detailed Training Record (DTR) (Step 3)



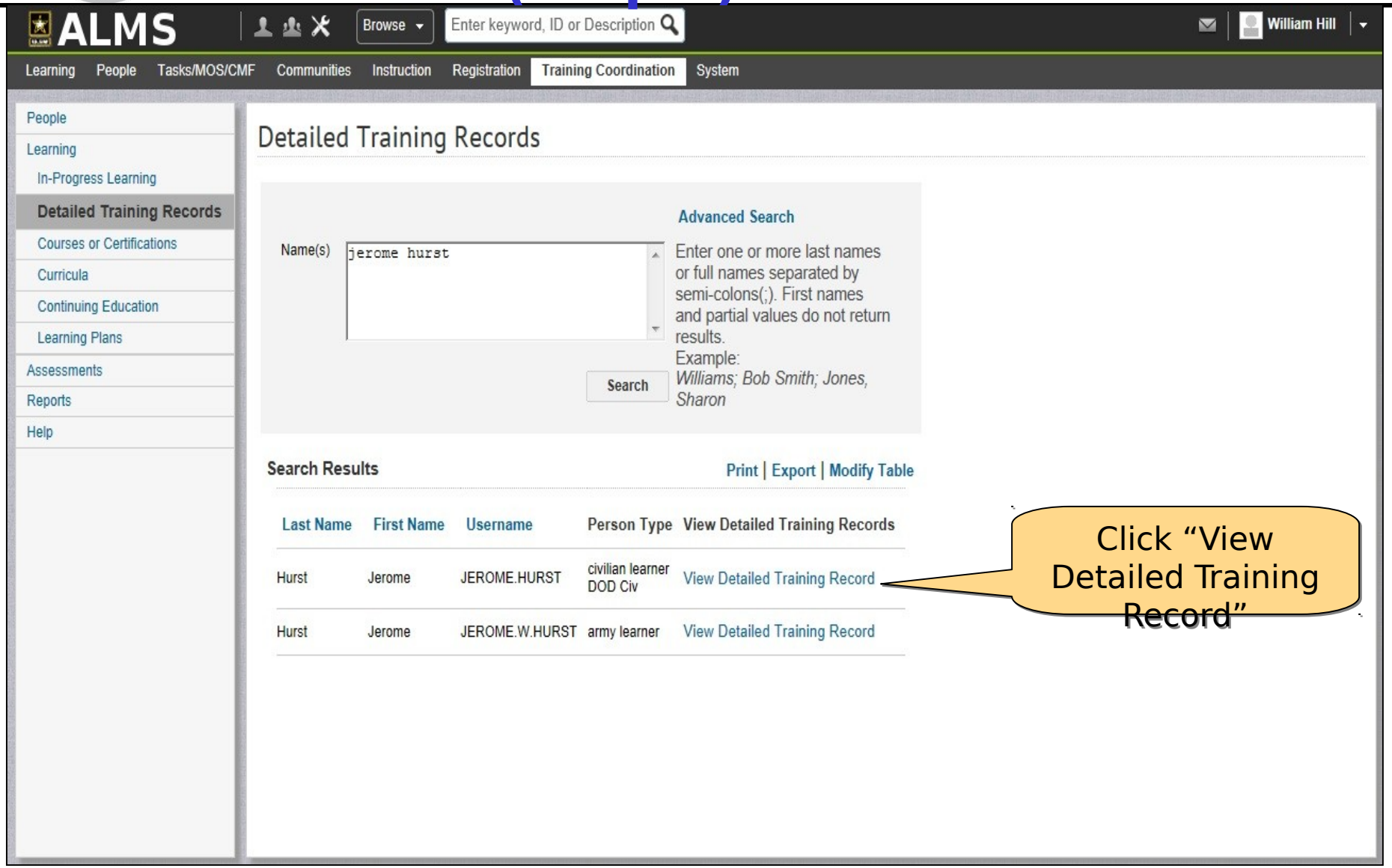
# Access Learner's Detailed Training Record (DTR) (Step 4)



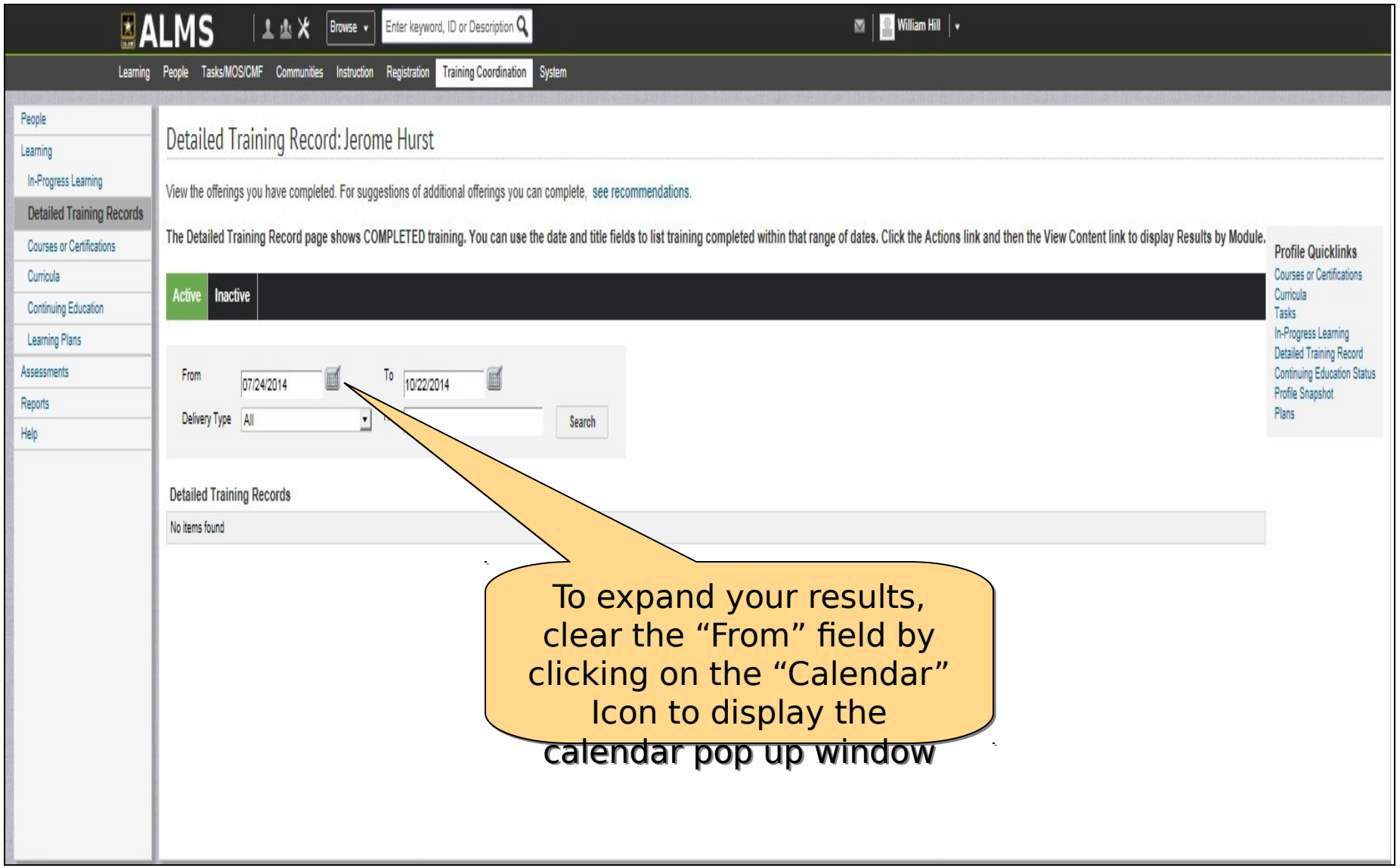
# Access Learner's Detailed Training Record (DTR) (Step 5)



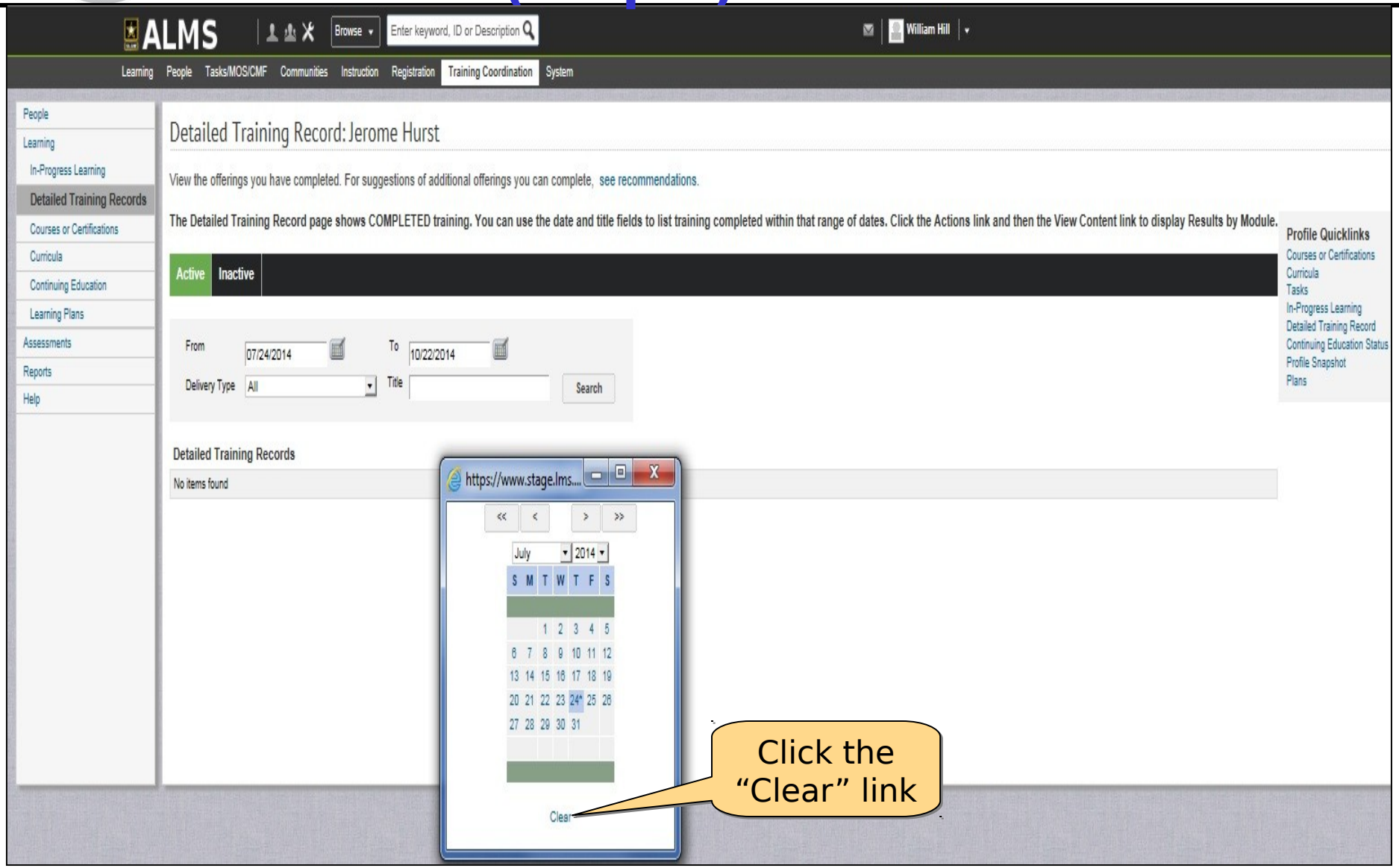
# Access Learner's Detailed Training Record (DTR) (Step 6)



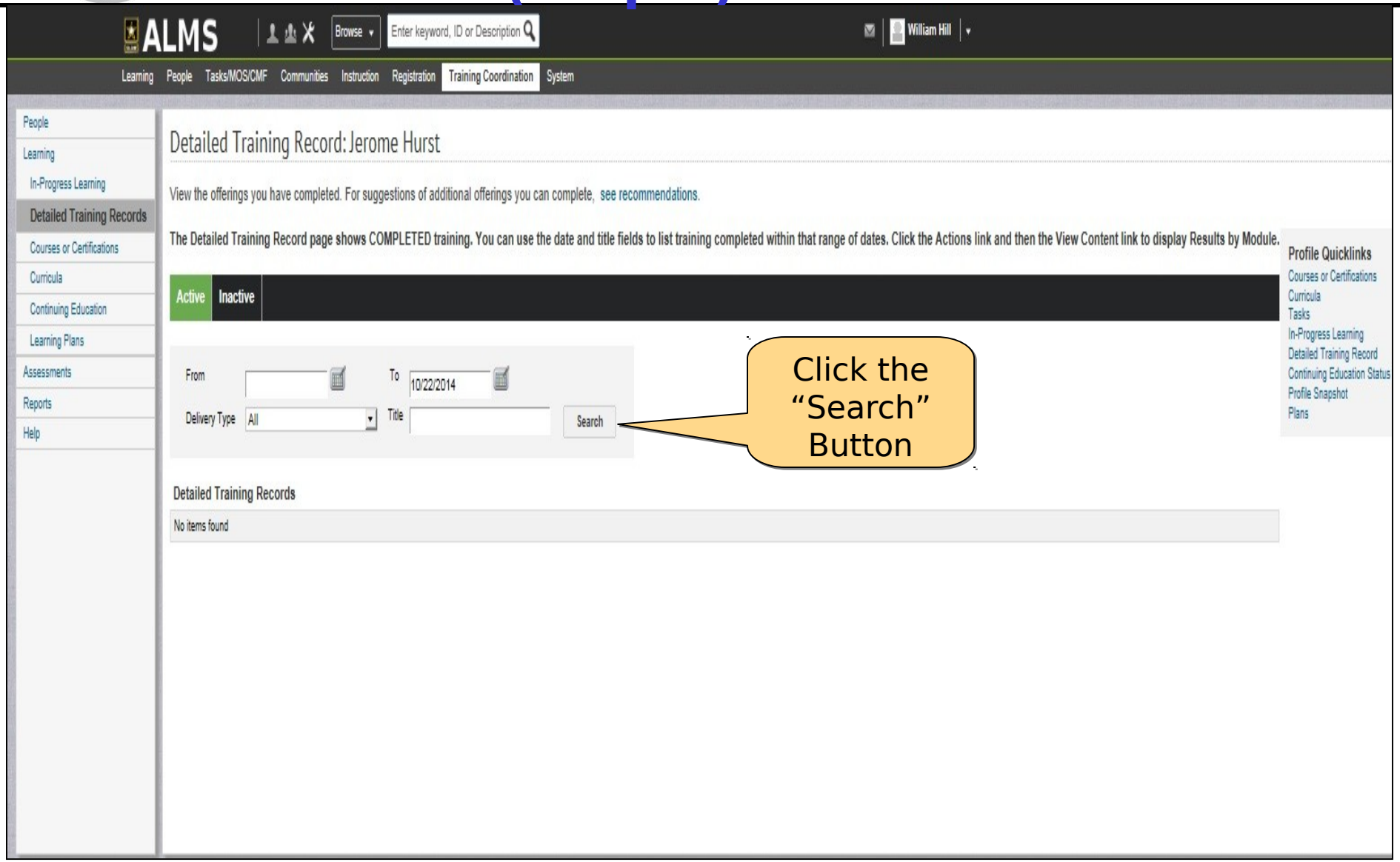
# Access Learner's Detailed Training Record (DTR) (Step 7)



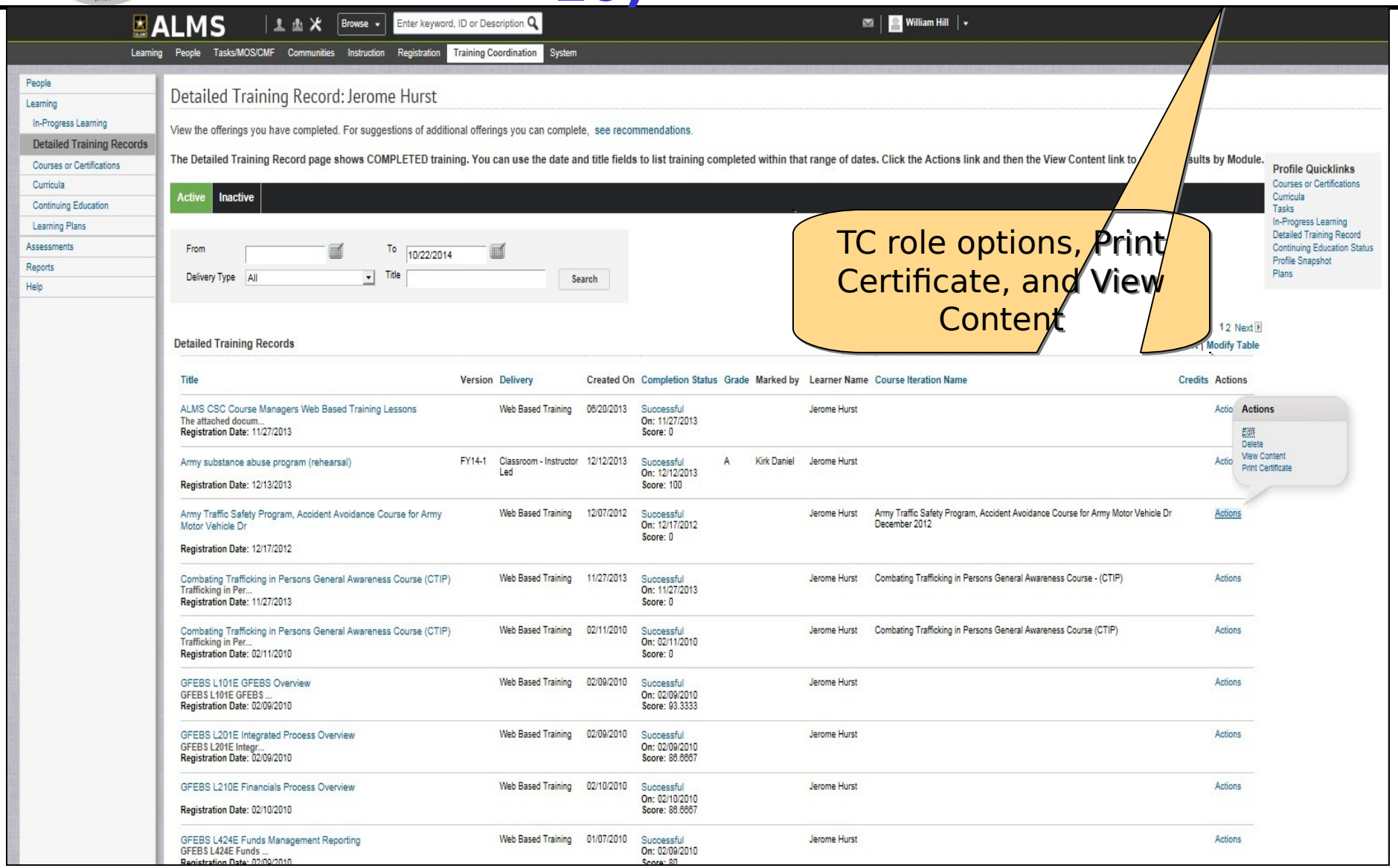
# Access Learner's Detailed Training Record (DTR) (Step 8)



# Access Learner's Detailed Training Record (DTR) (Step 9)

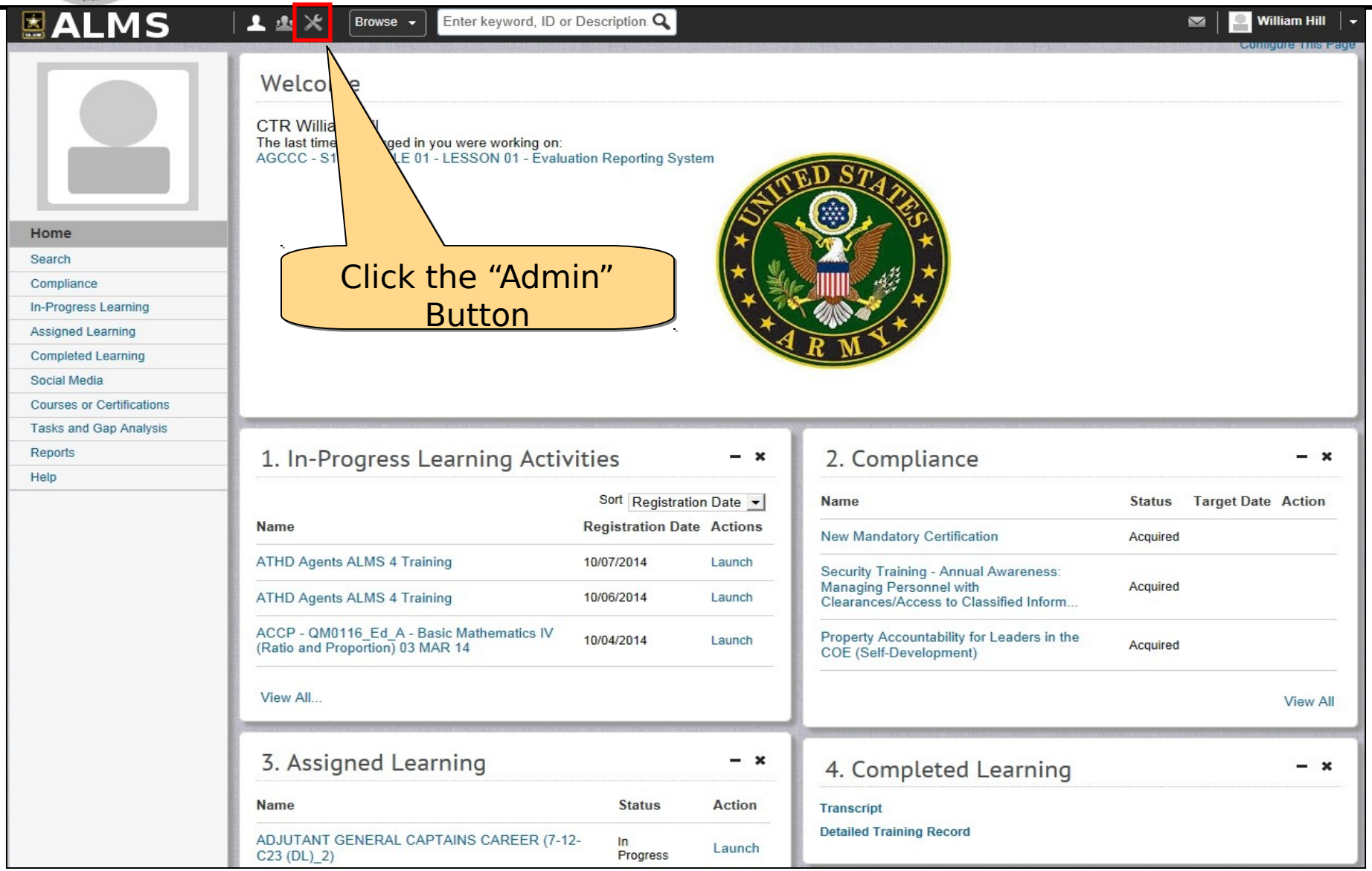


# Access Learner's Detailed Training Record (DTR) (Step 10)

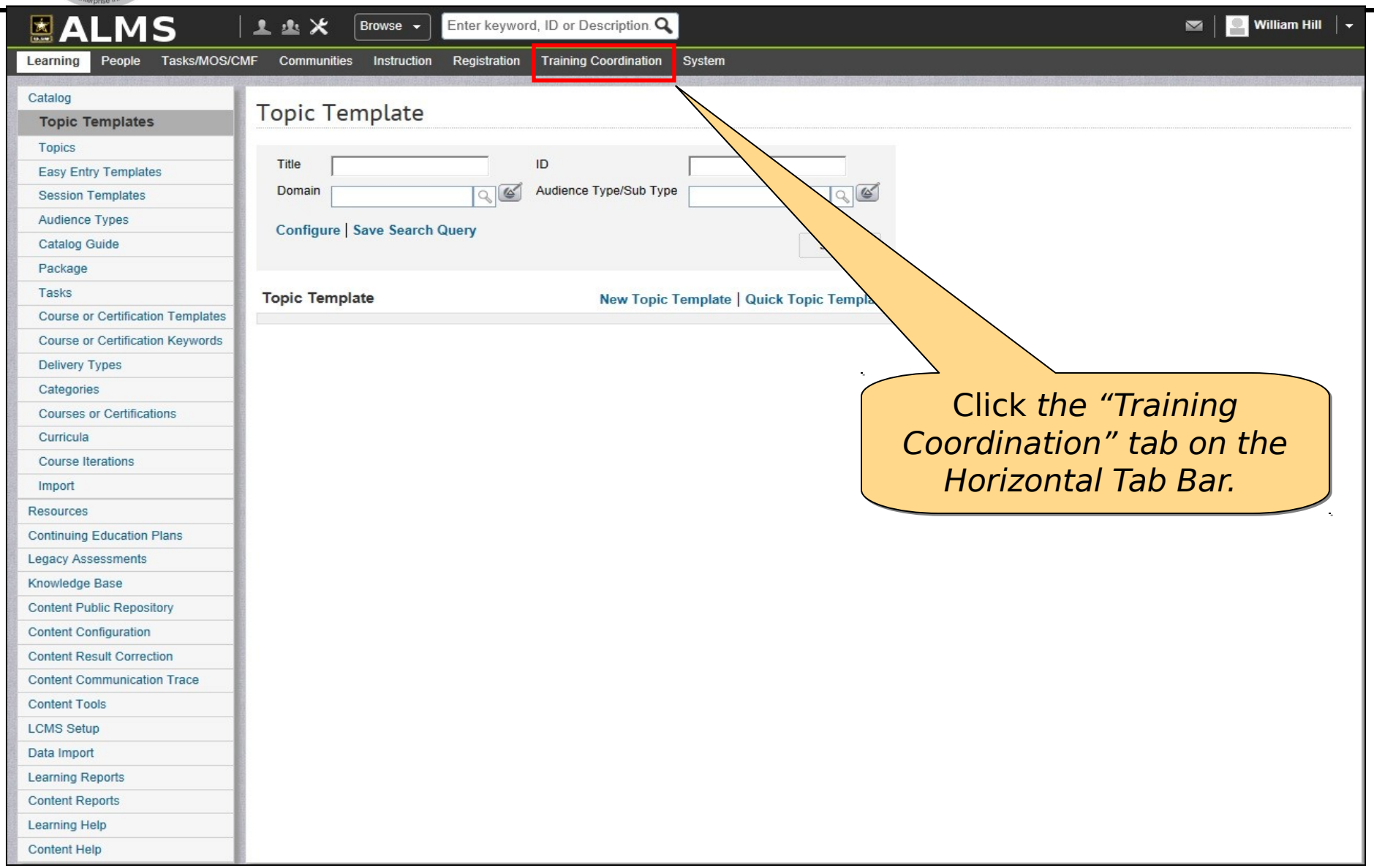


# Access Learner's Courses or Certifications

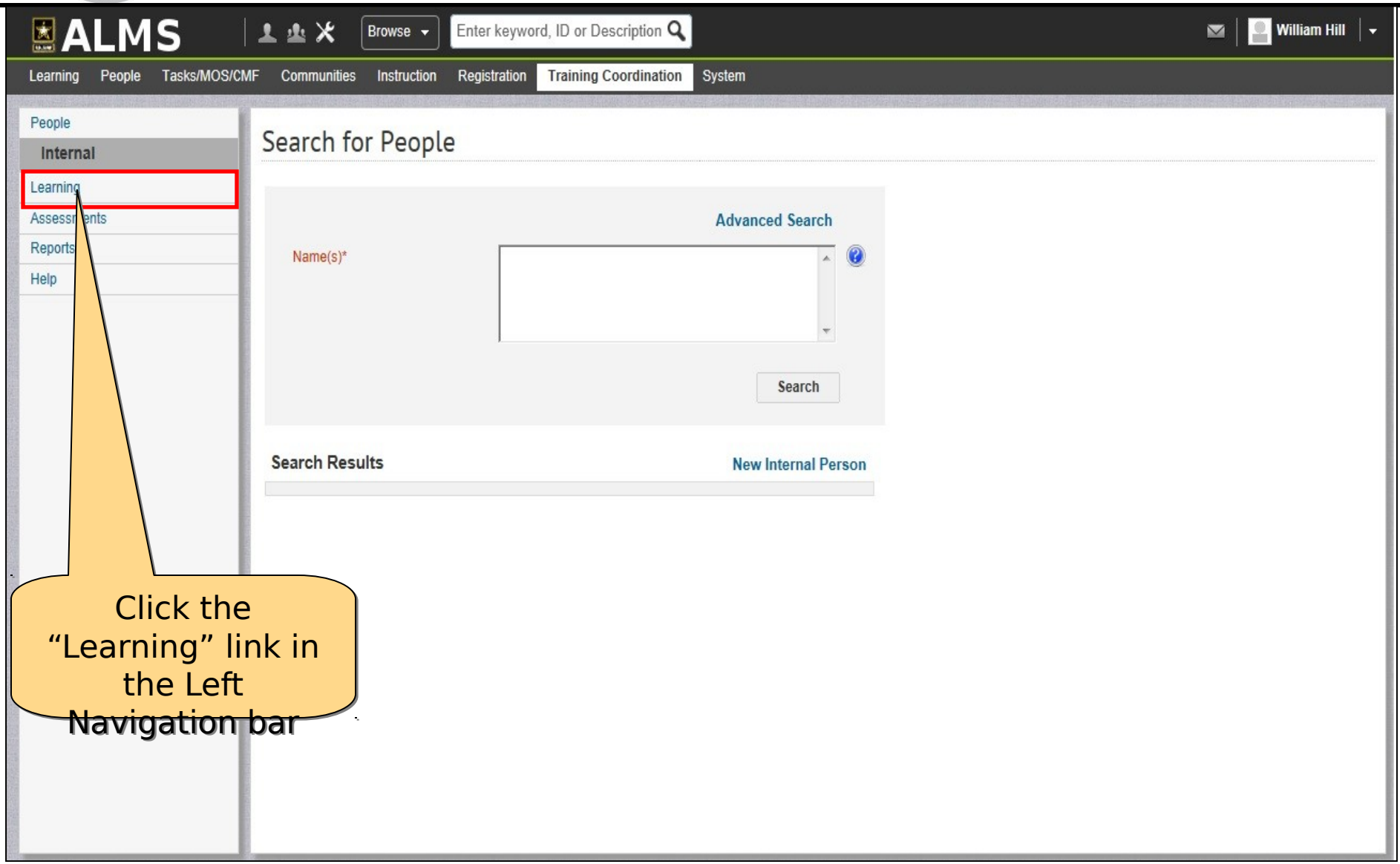
# Access Learner's Courses or Certifications (Step 1)



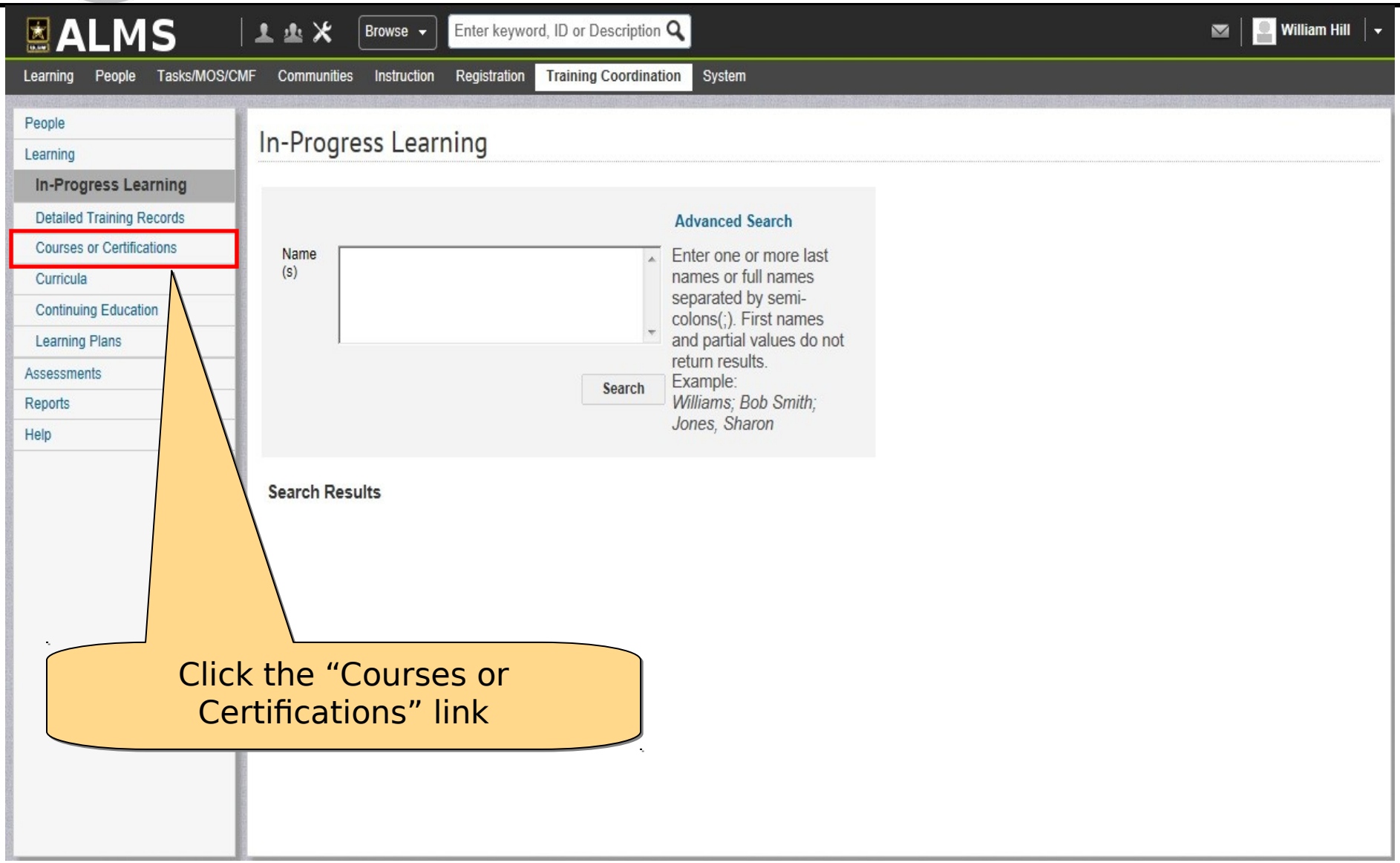
# Access Learner's Courses or Certifications (Step 2)



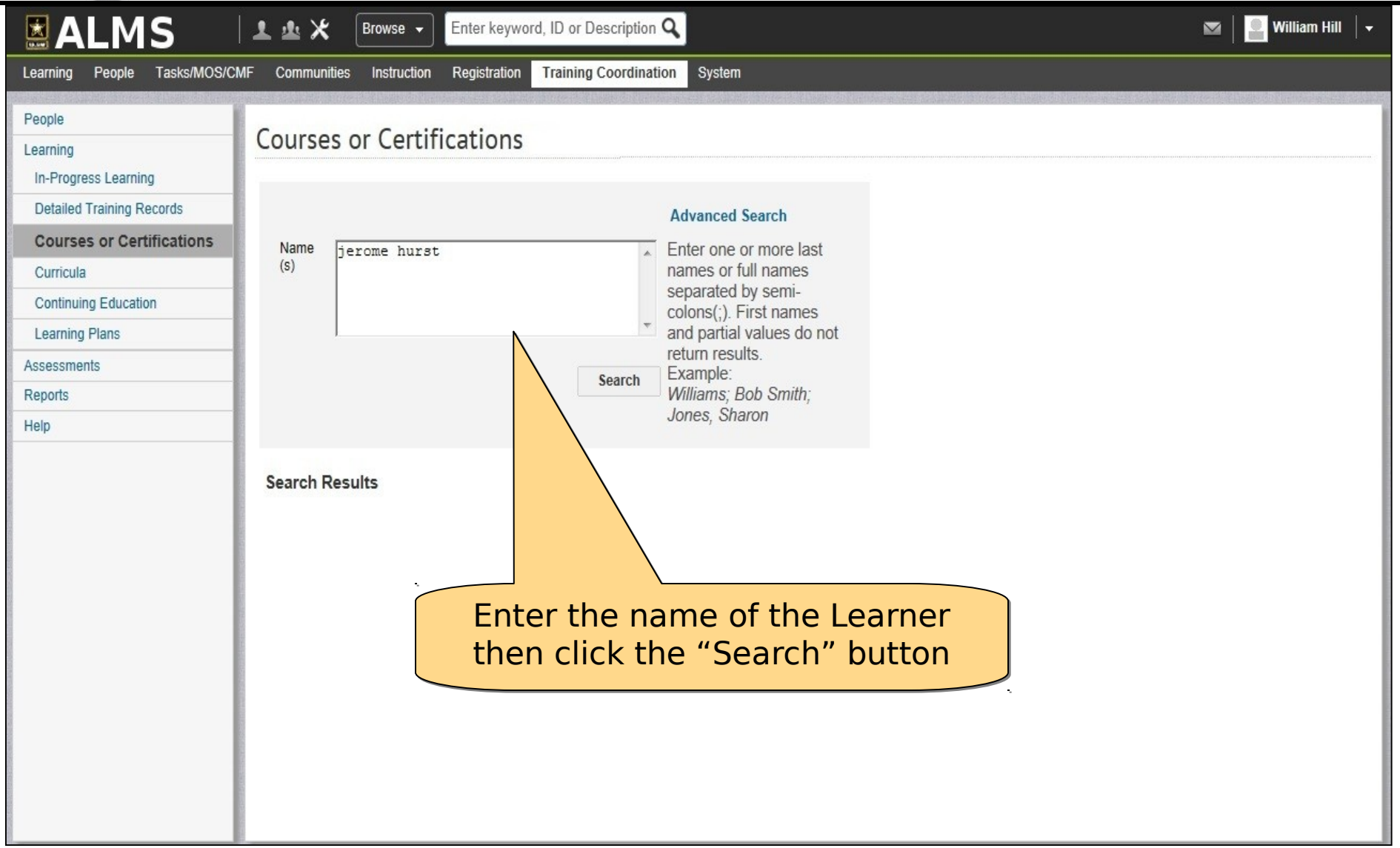
# Access Learner's Courses or Certifications (Step 3)



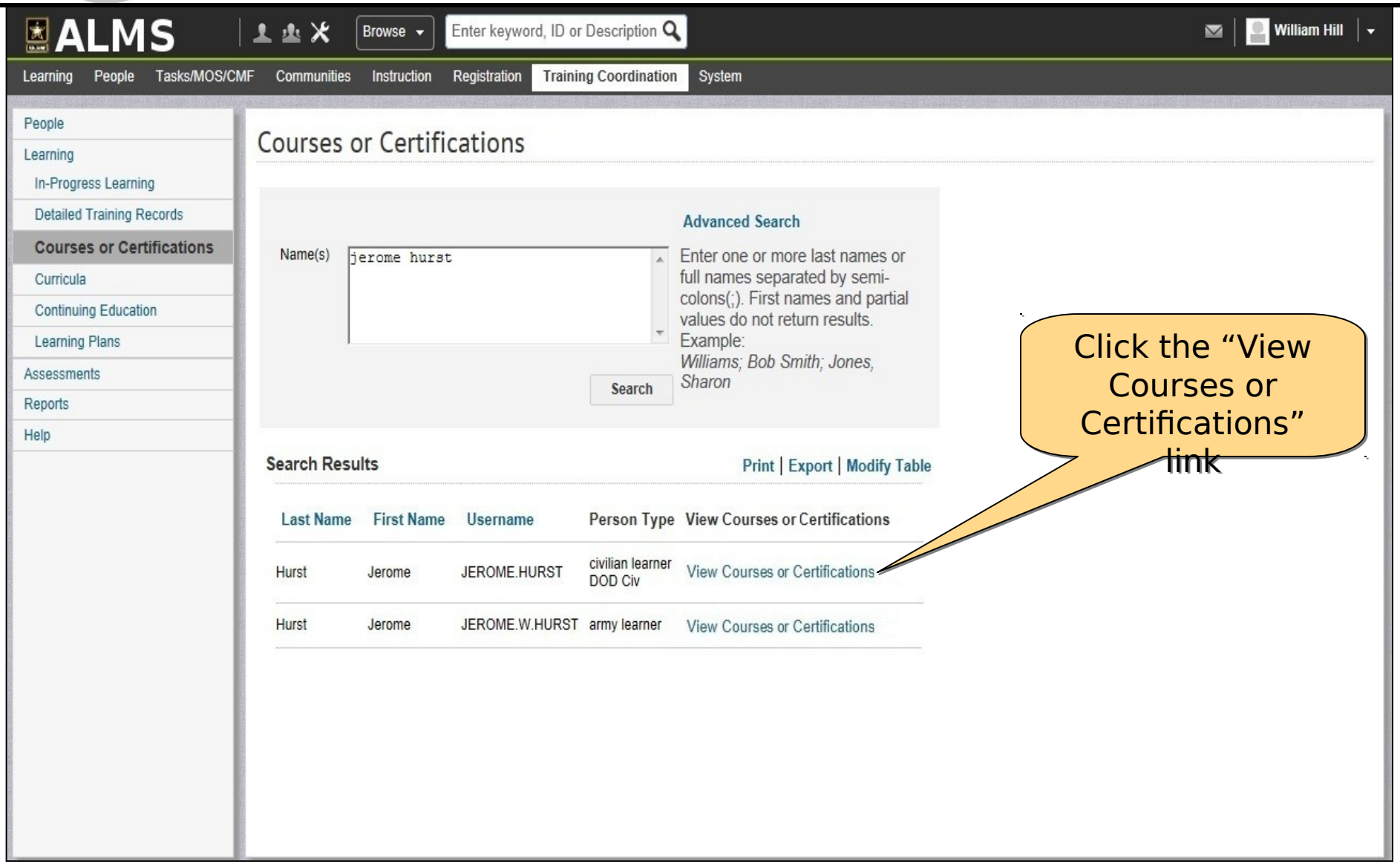
# Access Learner's Courses or Certifications (Step 4)



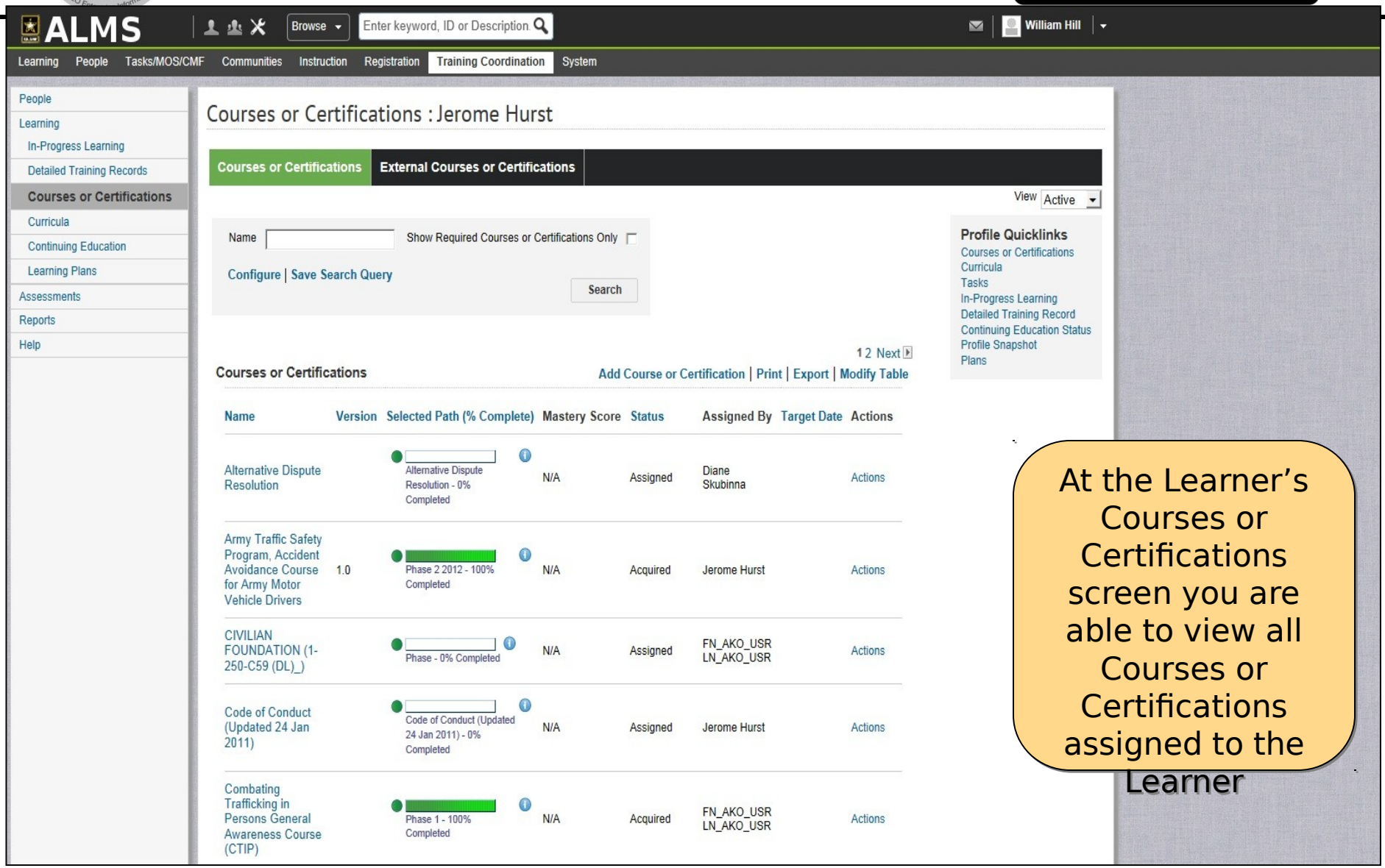
# Access Learner's Courses or Certifications (Step 5)



# Access Learner's Courses or Certifications (Step 6)



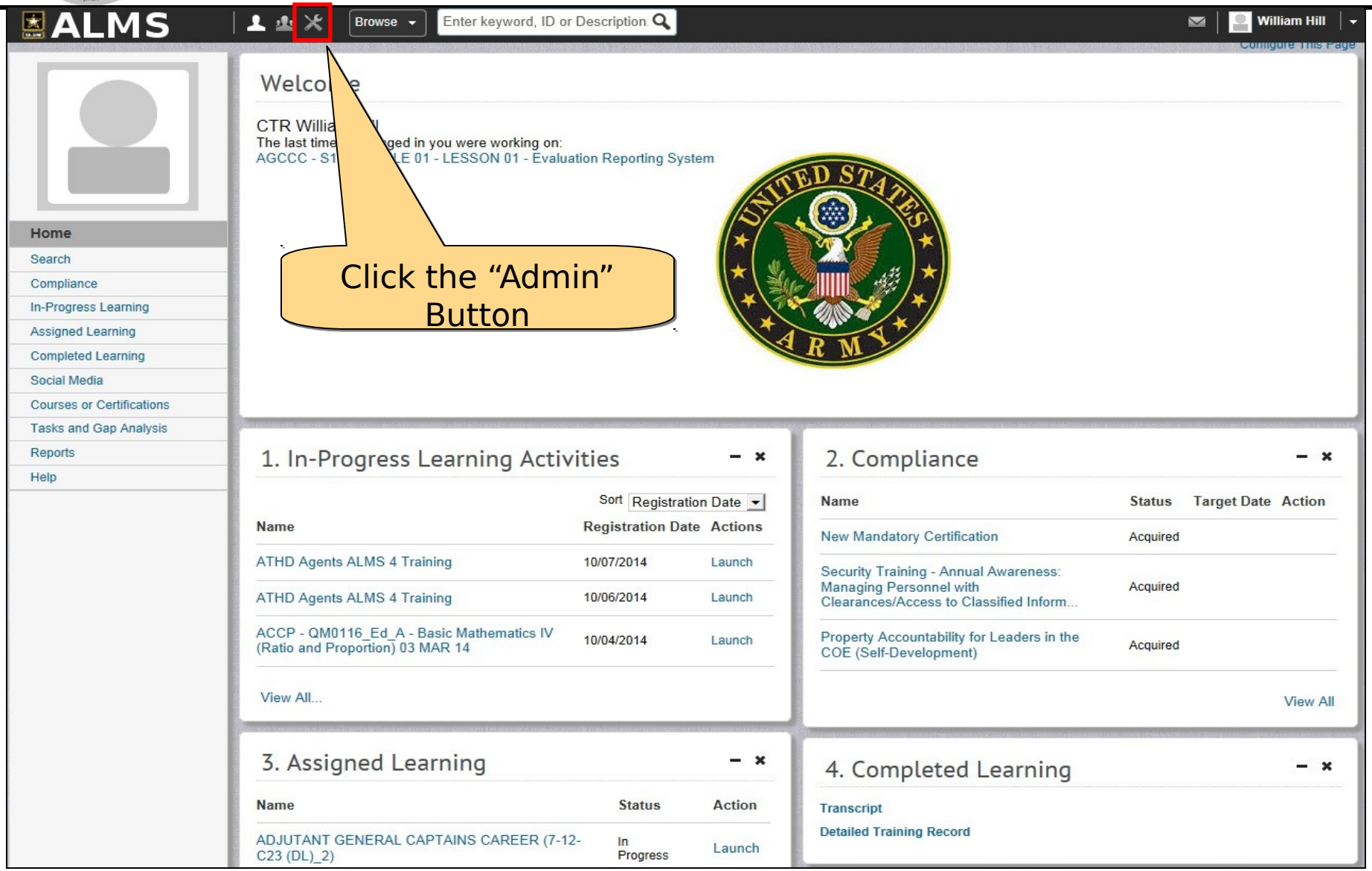
# Access Learner's Courses or Certifications (Step 7)



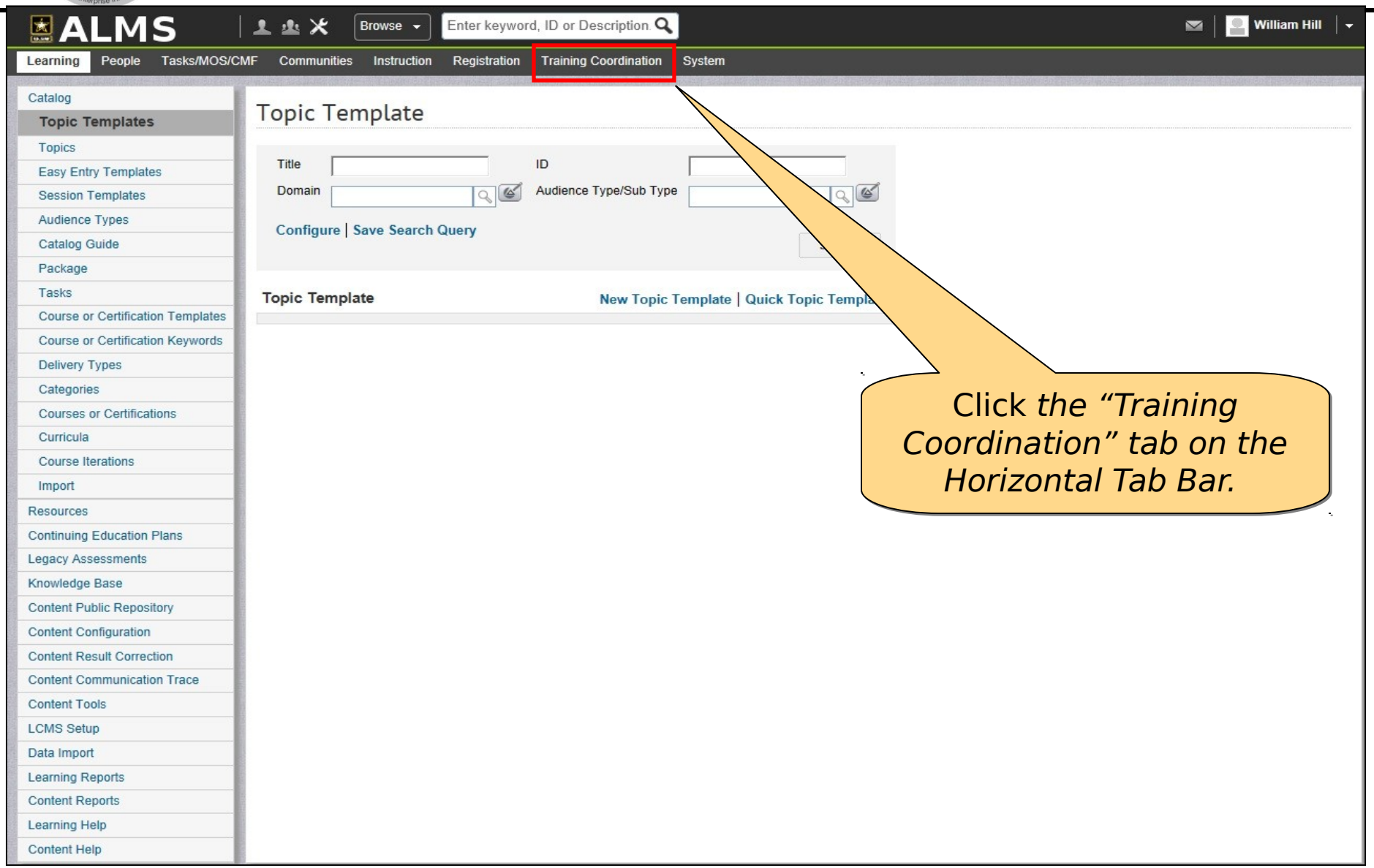

At the Learner's Courses or Certifications screen you are able to view all Courses or Certifications assigned to the Learner

# Access Learner's Profile

# Access Learner's Profile (Step 1)



# Access Learner's Profile (Step 2)



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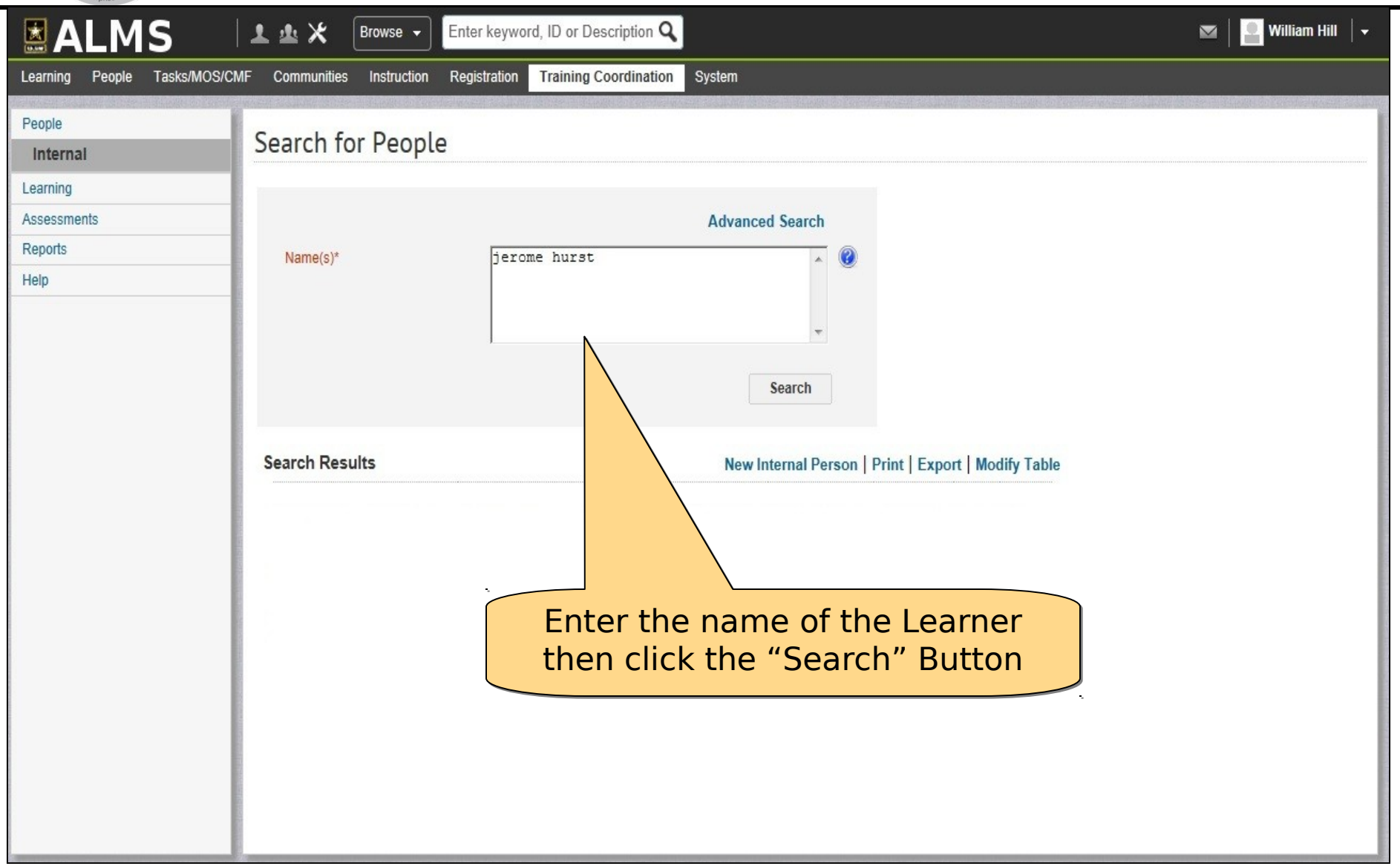

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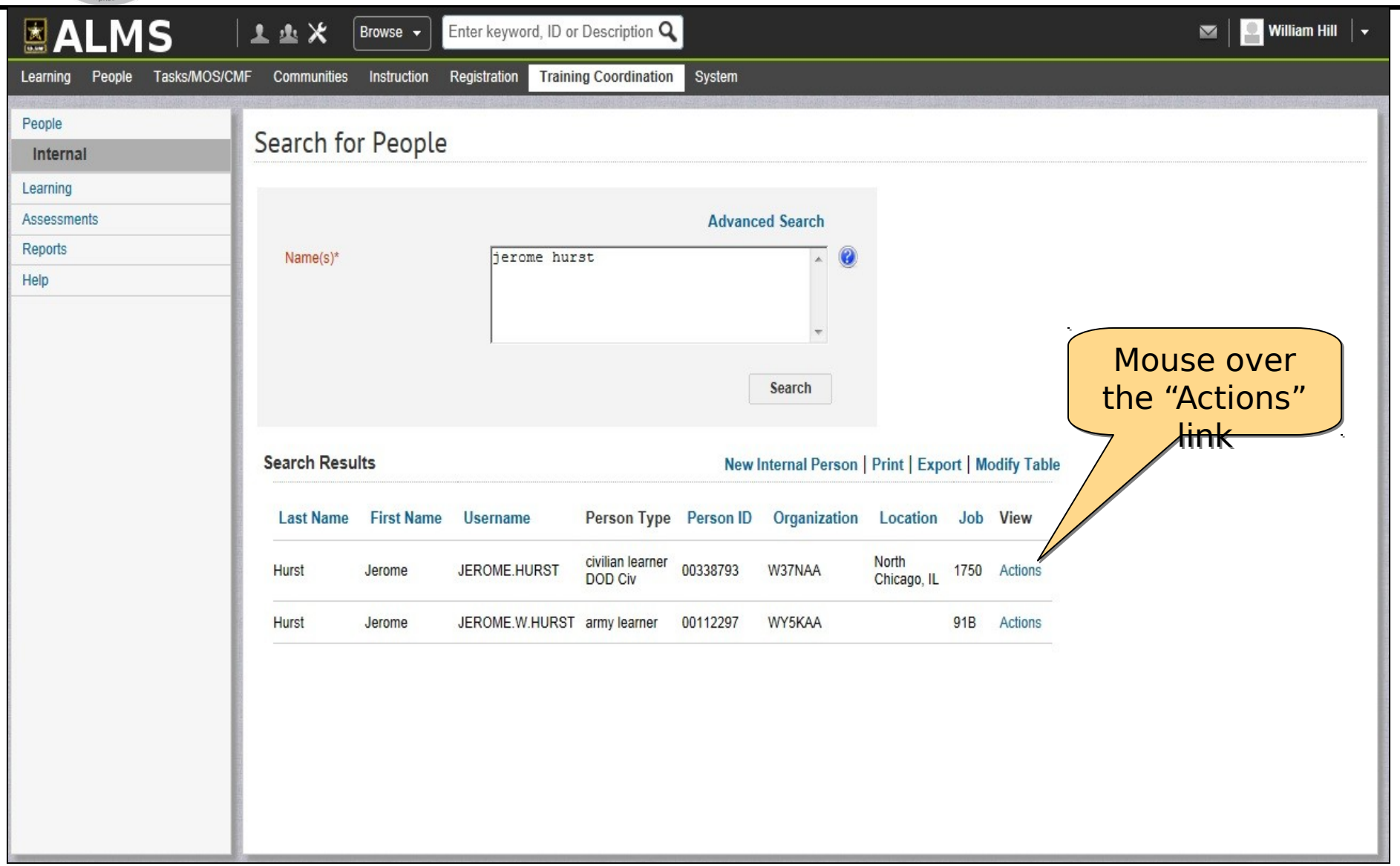

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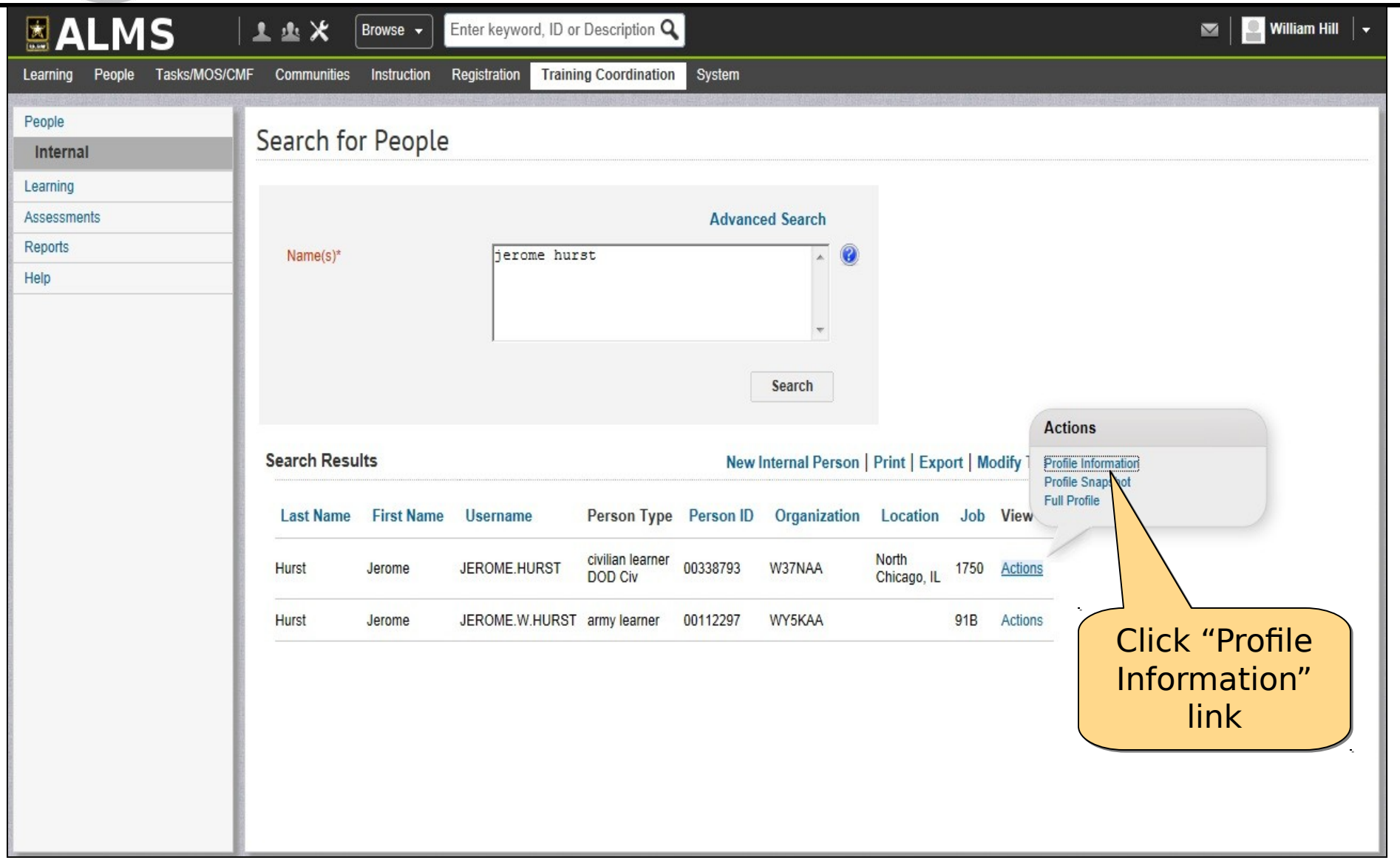
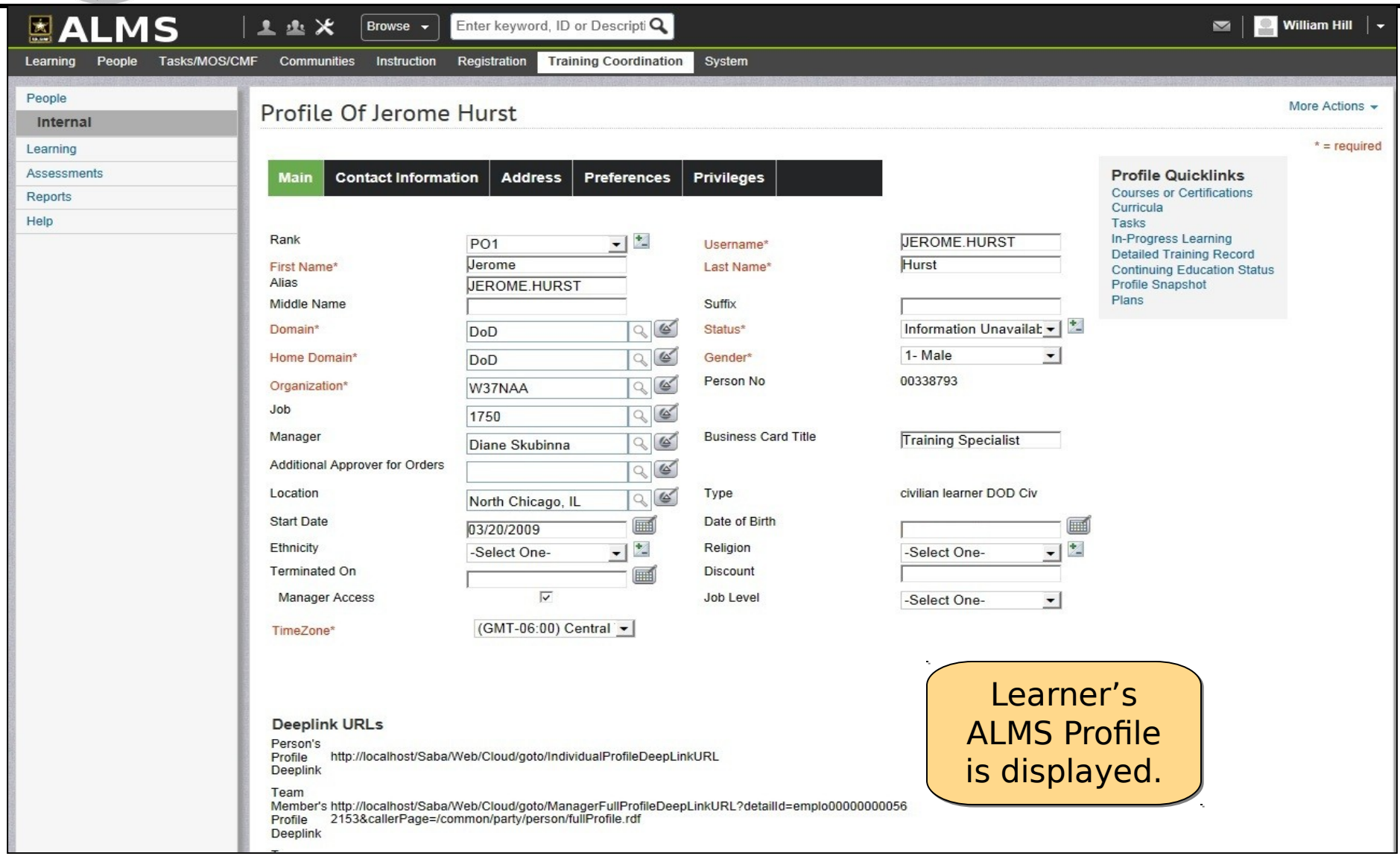


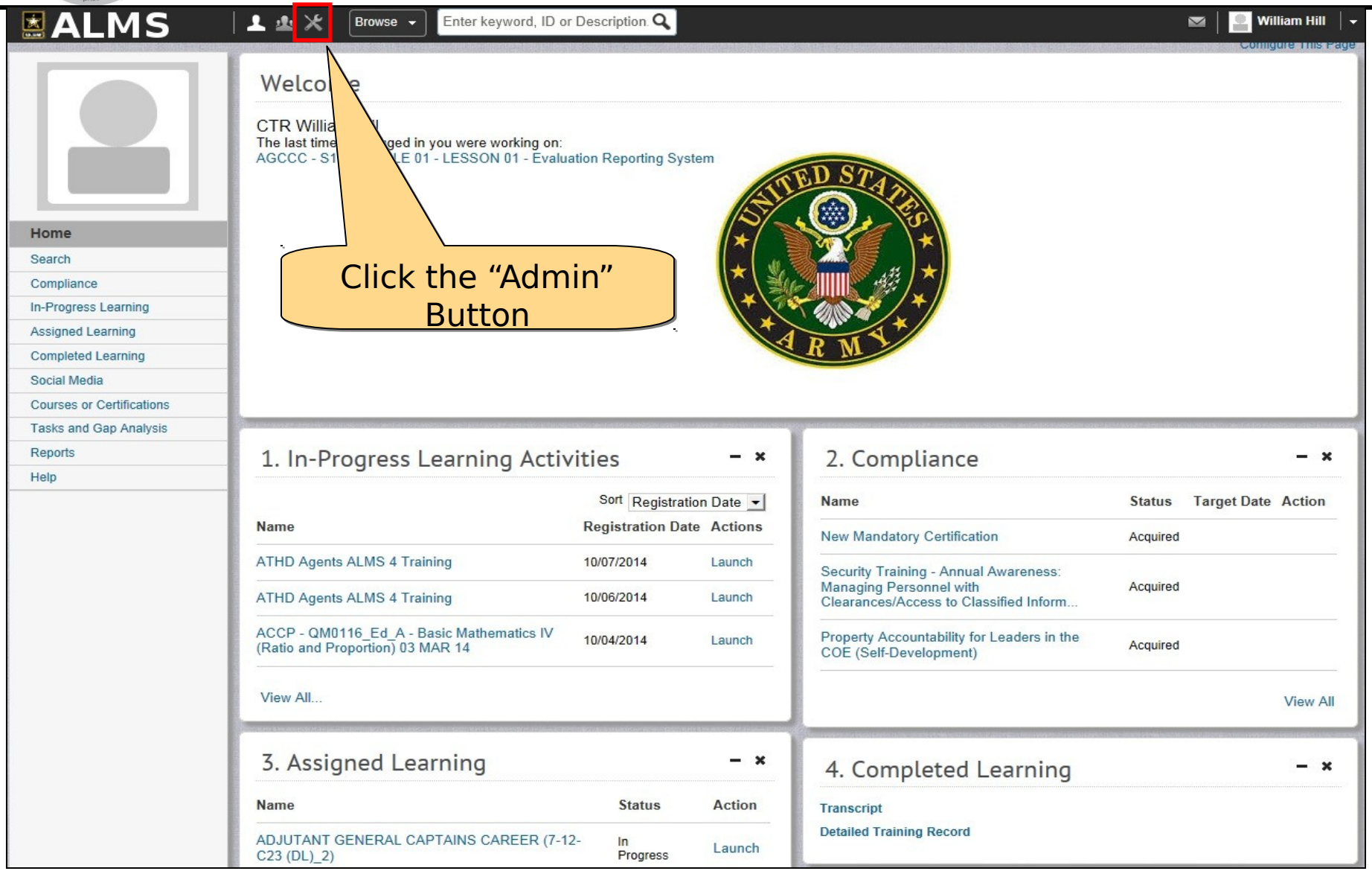
# Access Learner's Profile (Step 6)




Learner's ALMS Profile is displayed.

# Training Coordinator Reports

# Training Coordinator Reports (Step 1)



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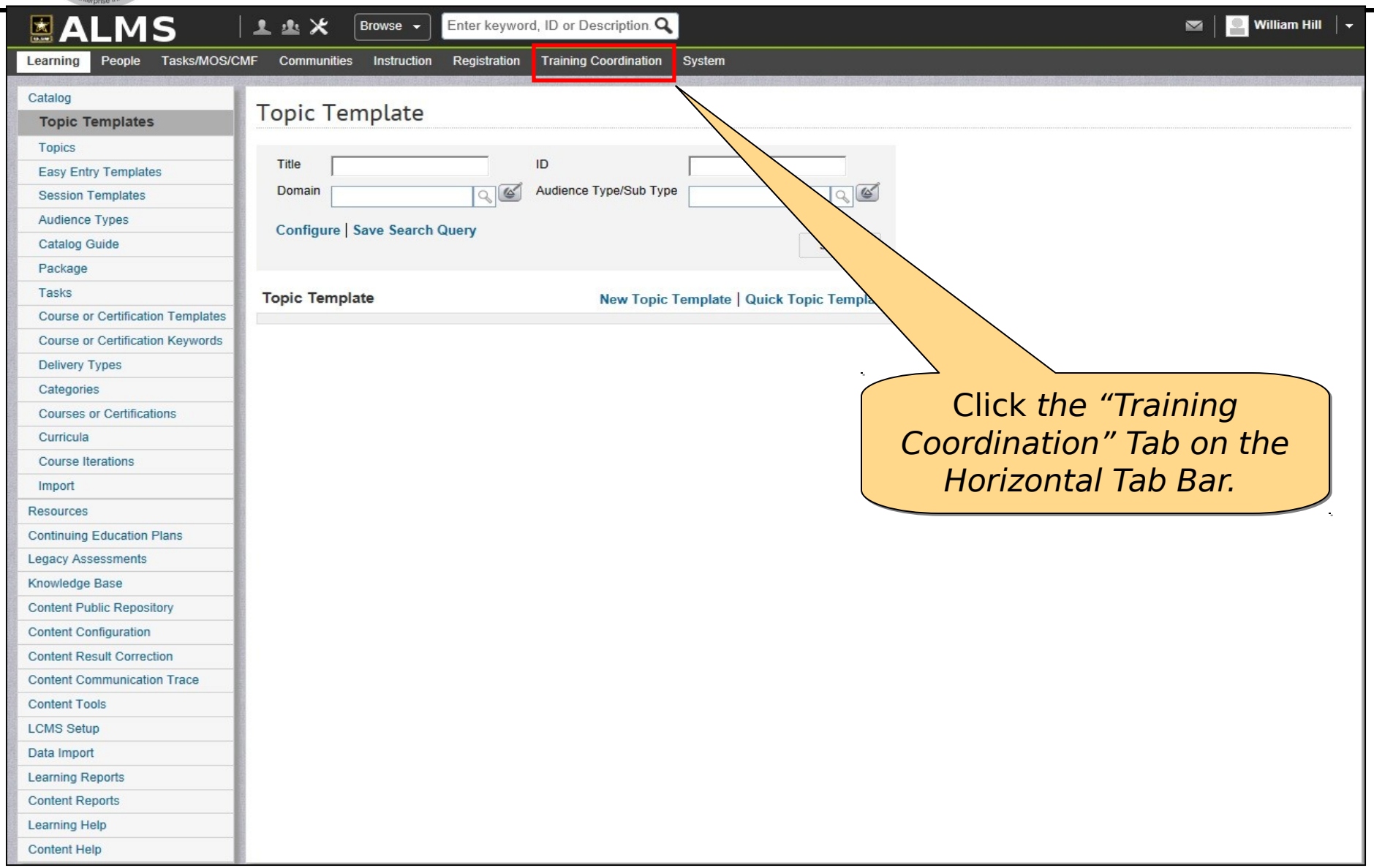

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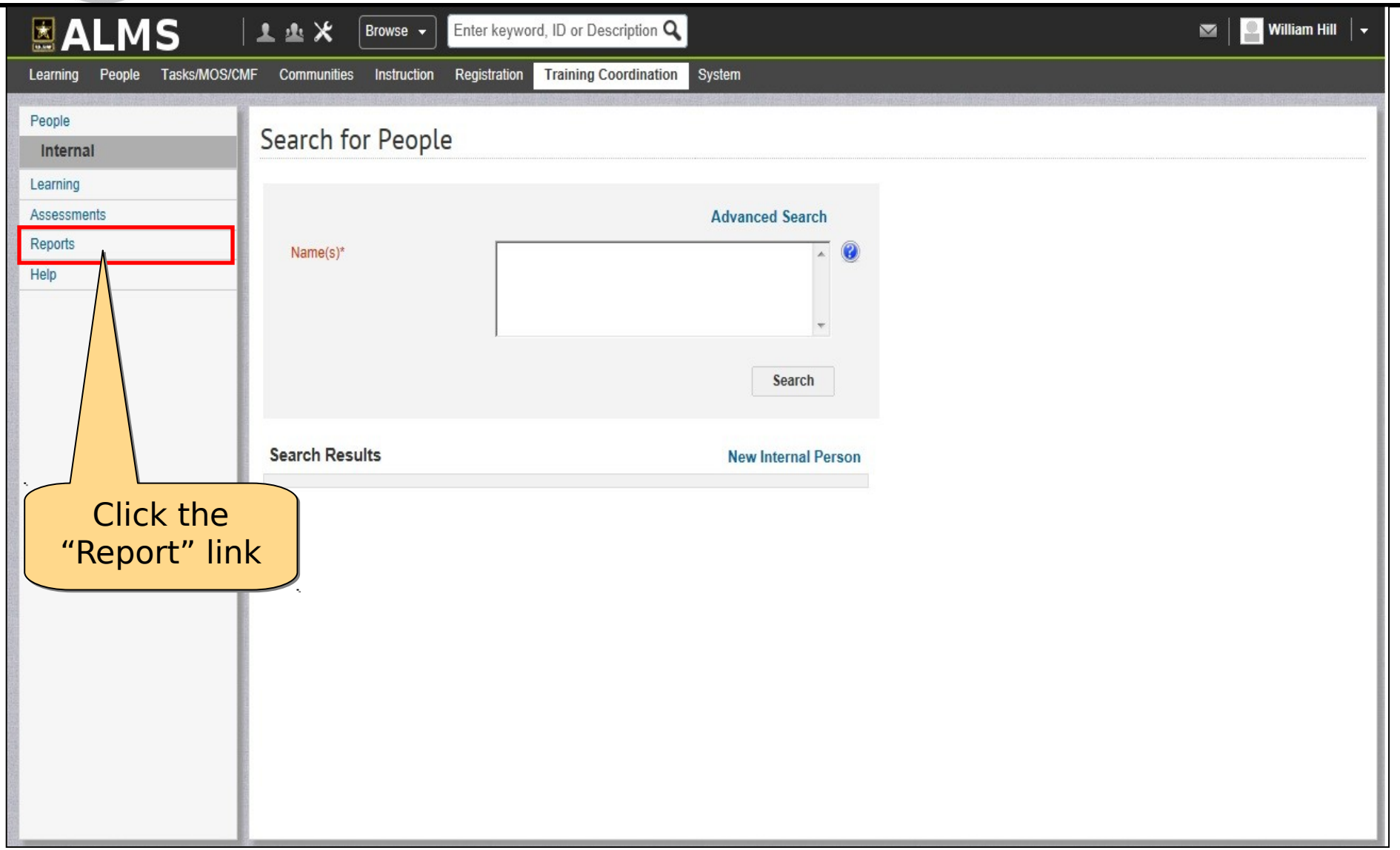

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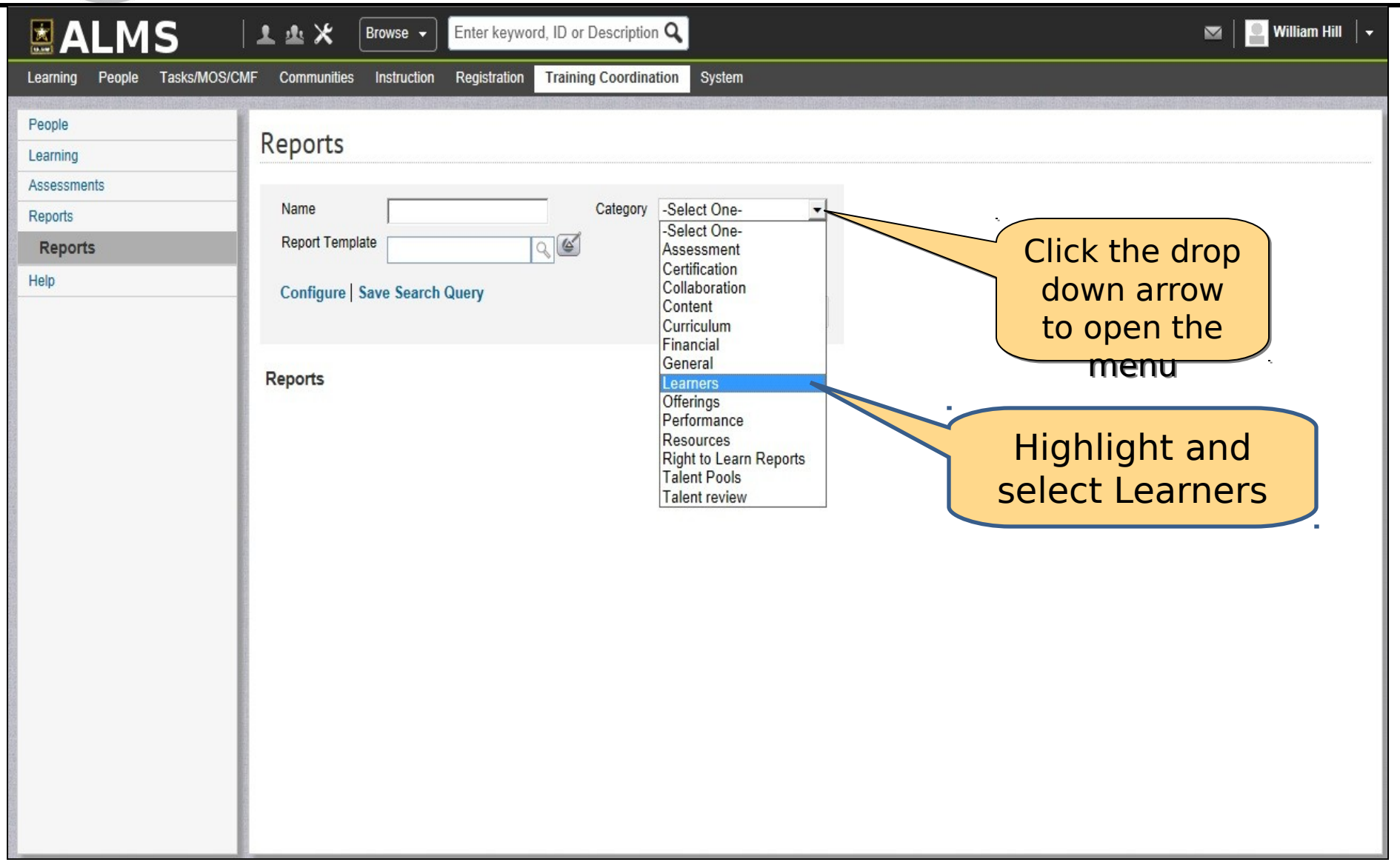
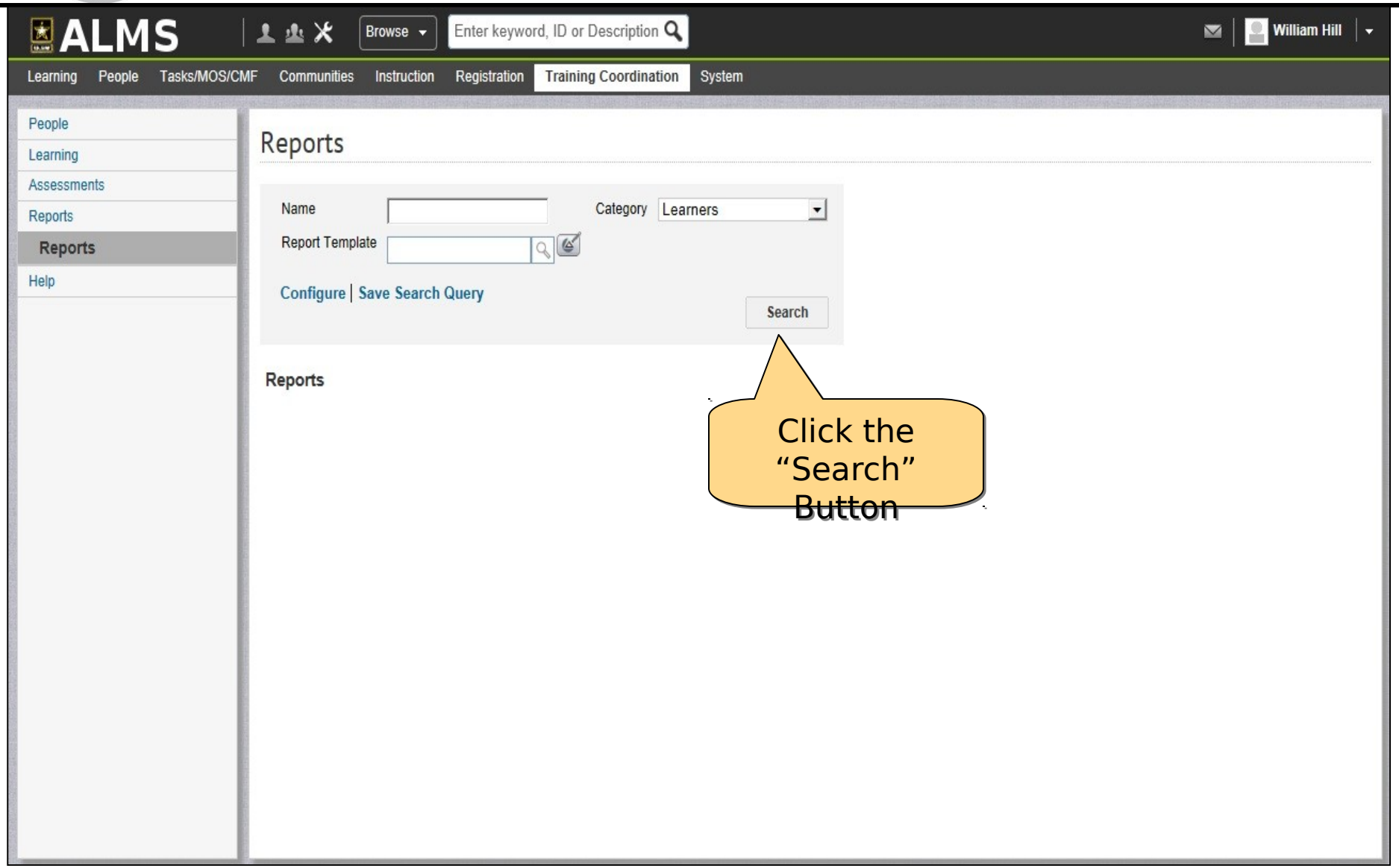


# Training Coordinator Reports (Step 5)



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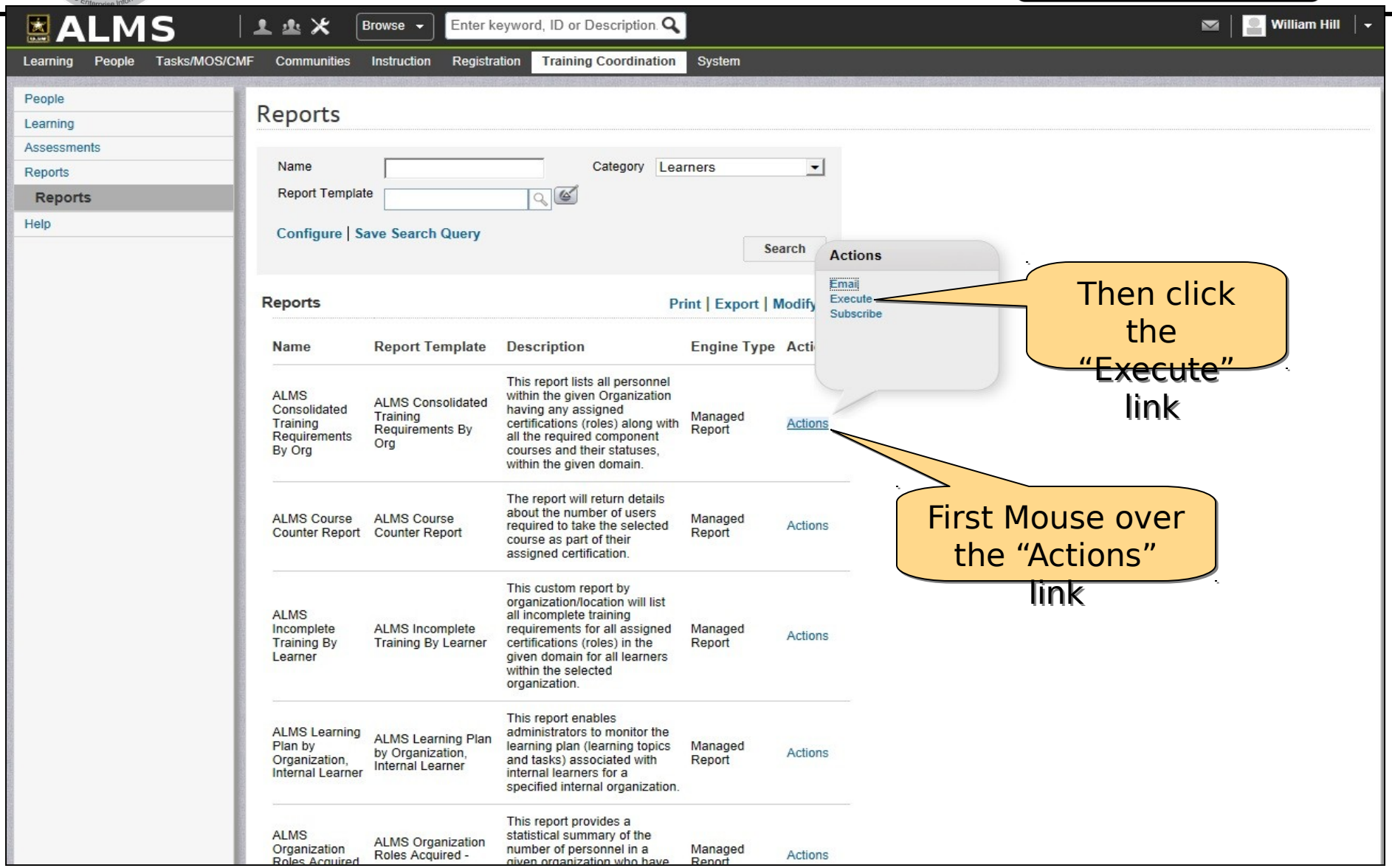
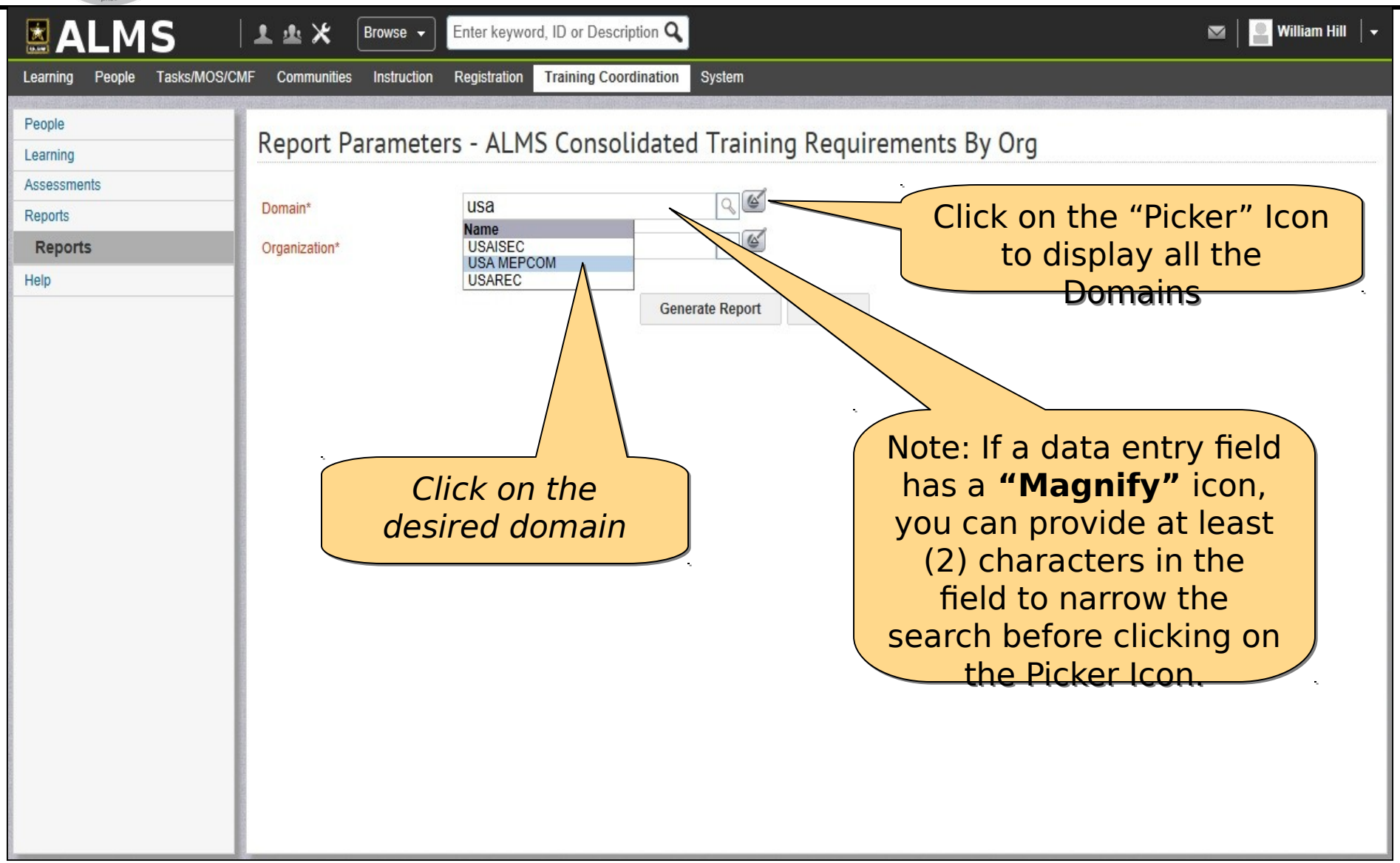


# Training Coordinator Reports (Step 7)



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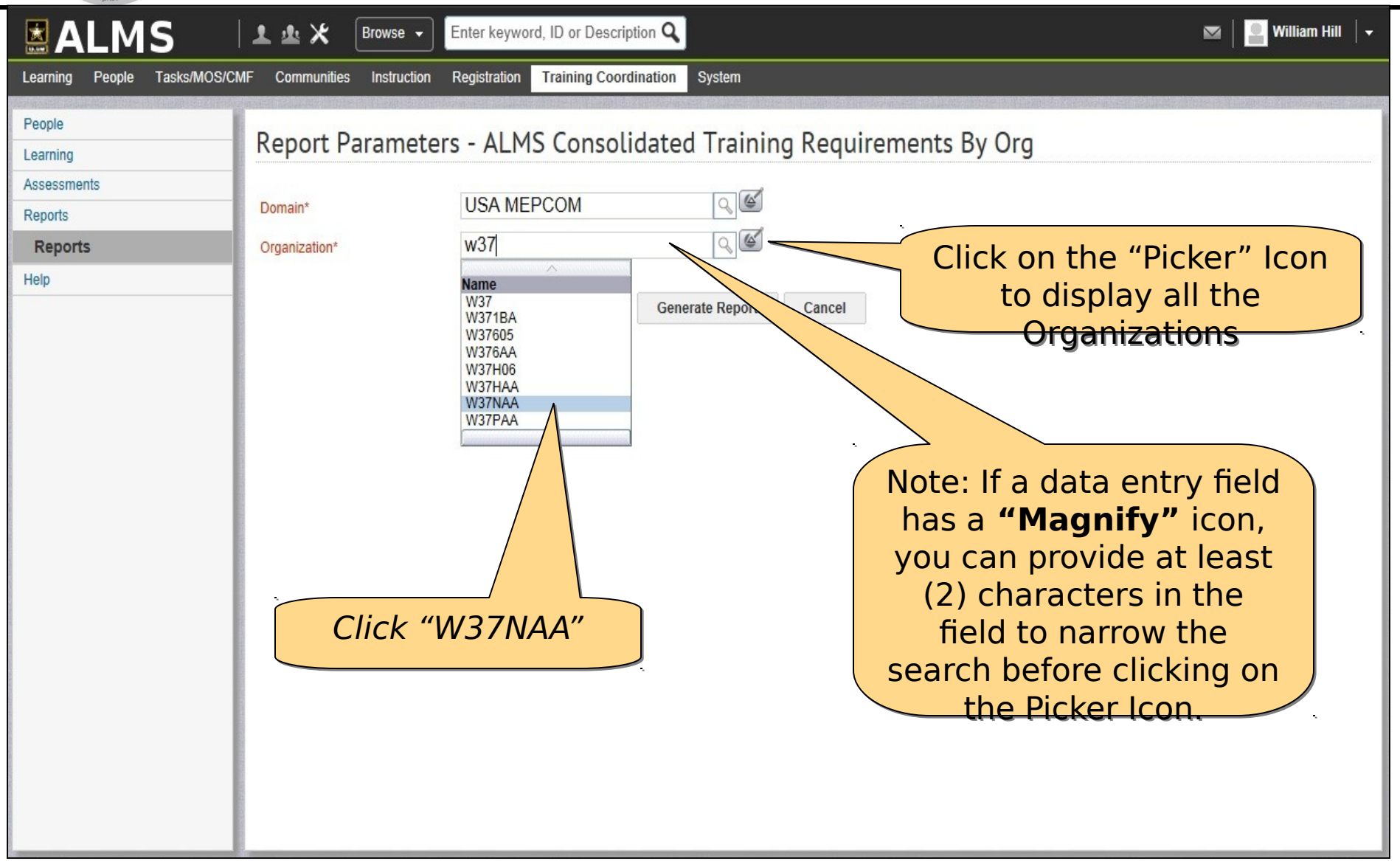
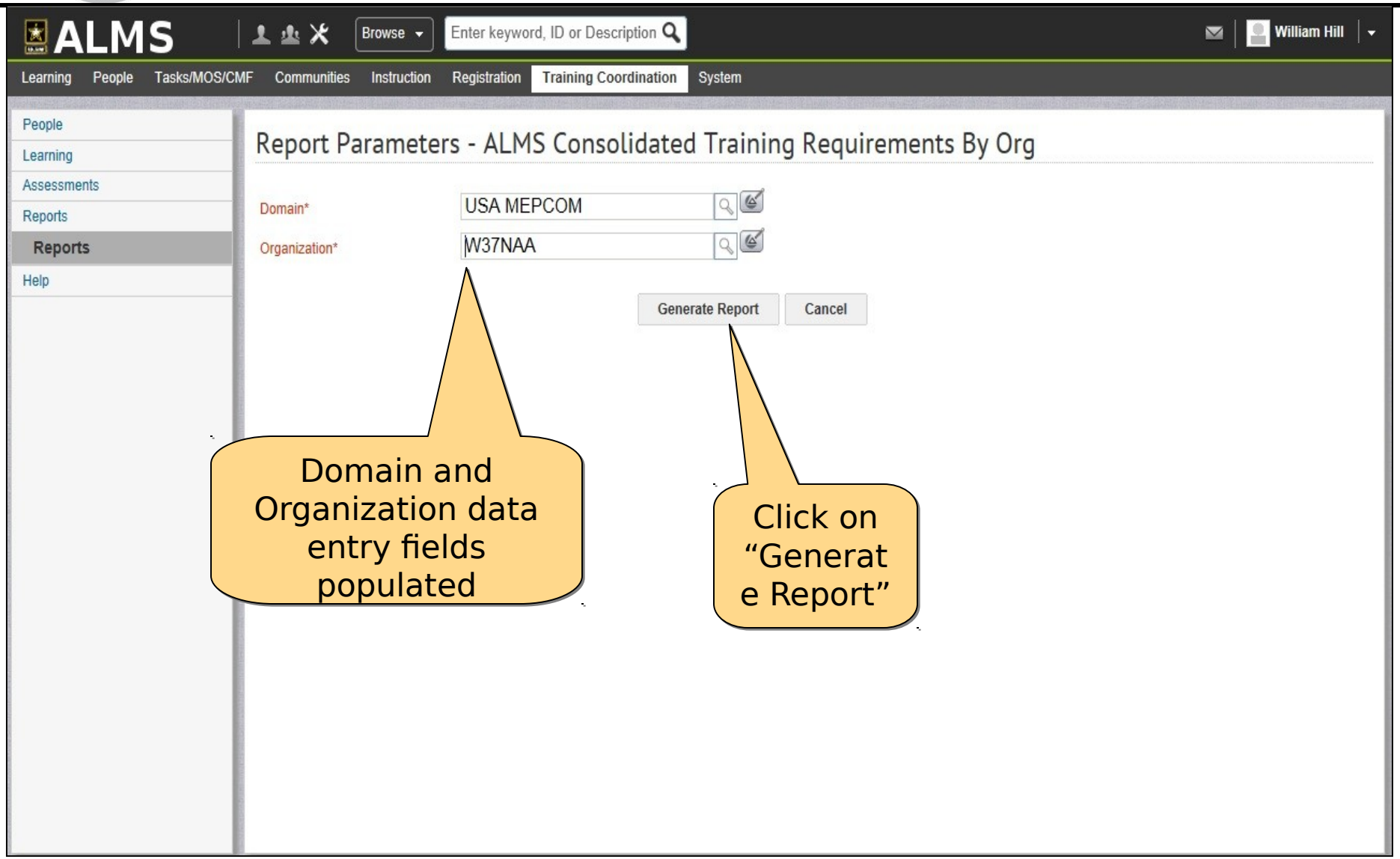
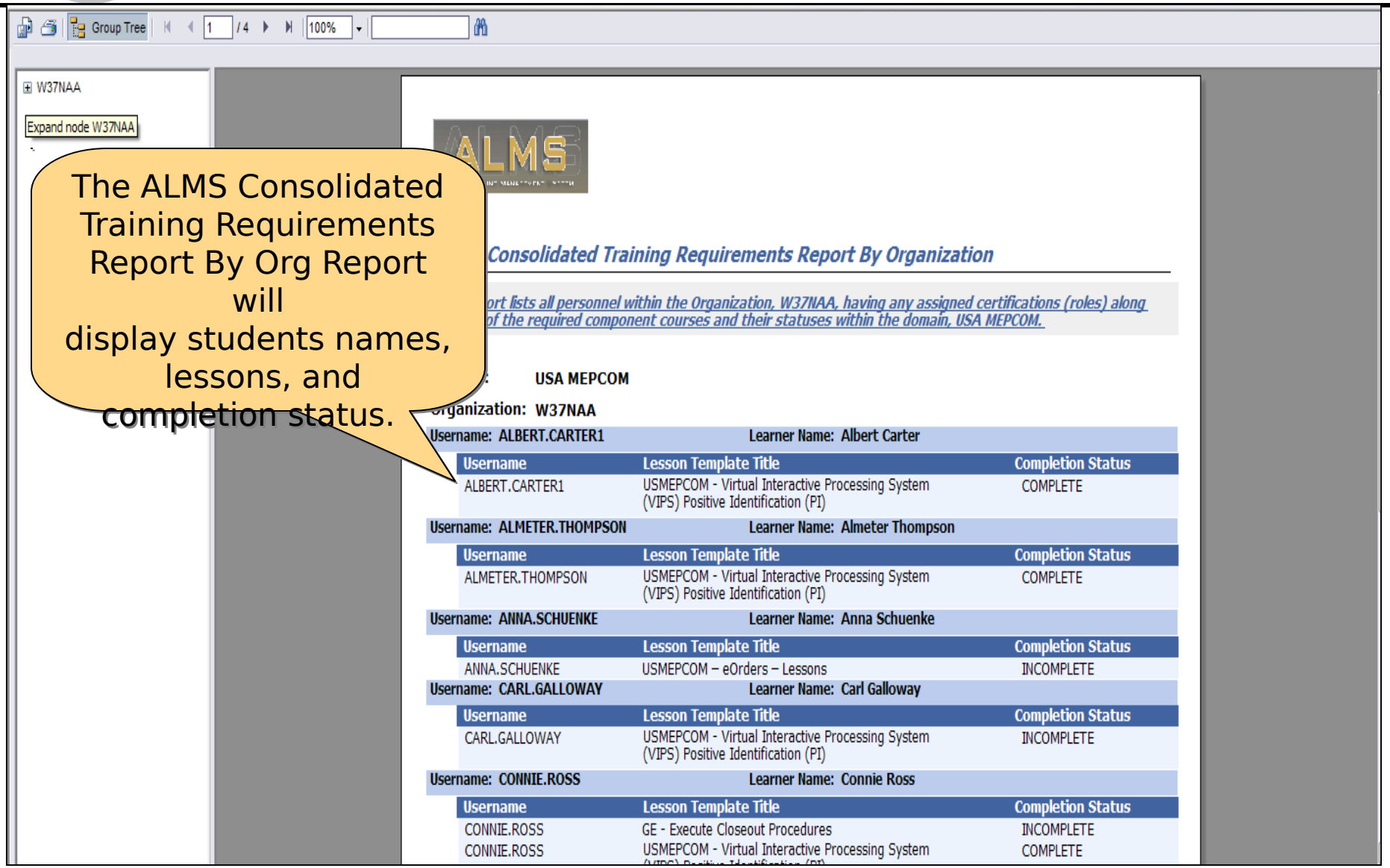


# Training Coordinator Reports (Step 9)



# Training Coordinator Reports (Step 10)


Group Tree
1 / 4
100%
W37NAA
Expand node W37NAA
The ALMS Consolidated Training Requirements Report By Org Report will display students names, lessons, and completion status.
Consolidated Training Requirements Report By Organization
ort lists all personnel within the Organization, W37NAA, having any assigned certifications (roles) along of the required component courses and their statuses within the domain, USA MEPCOM.
USA MEPCOM
Organization: W37NAA
Username: ALBERT.CARTER1 Learner Name: Albert Carter
Username Lesson Template Title Completion Status
ALBERT.CARTER1 USMEPCOM - Virtual Interactive Processing System (VIPS) Positive Identification (PI) COMPLETE
Username: ALMETER.THOMPSON Learner Name: Almeter Thompson
Username Lesson Template Title Completion Status
ALMETER.THOMPSON USMEPCOM - Virtual Interactive Processing System (VIPS) Positive Identification (PI) COMPLETE
Username: ANNA.SCHUENKE Learner Name: Anna Schuenke
Username Lesson Template Title Completion Status
ANNA.SCHUENKE USMEPCOM – eOrders – Lessons INCOMPLETE
Username: CARL.GALLOWAY Learner Name: Carl Galloway
Username Lesson Template Title Completion Status
CARL.GALLOWAY USMEPCOM - Virtual Interactive Processing System (VIPS) Positive Identification (PI) INCOMPLETE
Username: CONNIE.ROSS Learner Name: Connie Ross
Username Lesson Template Title Completion Status
CONNIE.ROSS GE - Execute Closeout Procedures INCOMPLETE
CONNIE.ROSS USMEPCOM - Virtual Interactive Processing System COMPLETE

# Summary

## We covered the following:

- Access Learner’s In-Progress Learning.
- Access Learner’s Detailed Training Record (DTR).
- Access Learner’s Courses or Certifications.
- Access Learner’s Person Profile.
- Run Reports.

# ALMS Help Desk Contact Information

**To get help, contact the Helpdesk at:**

**https://athd-crm.csd.disa.mil**

**or**

**1-877-251-0730**